

NBS Reports

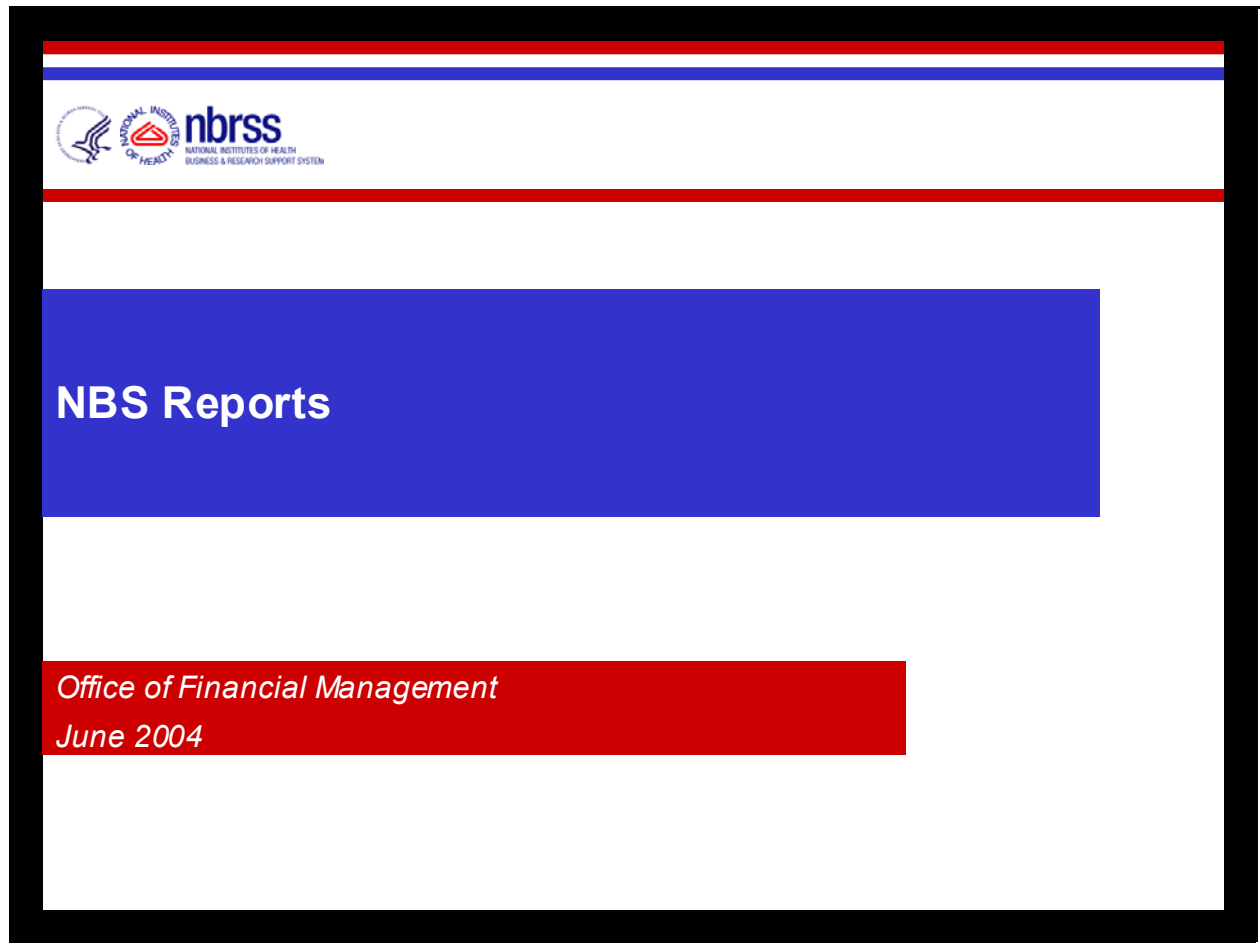
Student Guide

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NBS Reports



Lesson Objectives



Lesson Objectives

After this lesson you should understand:

- Overview of report options
- General Ledger and Fed Admin reports
- Accounts Payable reports
- Accounts Receivable reports

Overview of report options



Overview of report options

After this lesson you should understand:

→ **Overview of report options**

- General Ledger and Fed Admin reports
- Accounts Payable reports
- Accounts Receivable reports

Overview Report Options



Overview Report Options

- OFM may use reports to perform the following types of analysis:
 - Comparison between NBS, DW and NBIS to identify potential data transmission issues
 - Identify open documents for which activity has occurred but no accounting has occurred, such as the recent patient travel issue
 - Identify accounting issues, such as duplicate payments or duplicate postings
 - Identify mismatched accounting relationships
 - Identify issues that will prevent OFM from closing the accounting system
 - Identify outstanding travel issues that OFM, the IC, or the traveler needs to address
- OFM will continue to use DW queries and reports as well as reports from NBIS.
- This section will concentrate on NBS reports that can be used to further analysis.

General Ledger and Fed Admin Reports





General Ledger and Fed Admin Reports

After this lesson you should understand:

- Overview of report options
- ➔ **General Ledger and Fed Admin Reports**
- Accounts Payable reports
- Accounts Receivable reports

General Ledger Reports



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General Ledger Reports

- General Ledger gives you a set of standard reports such as journal reports, general ledgers, account analyses and trial balances.
 - While many GL reports are valuable, we will review the Trial Balance reports in this student guide.
- In addition, Financial Statements Generator reports have been developed based upon NIH's requirements to meet specific reporting needs.

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What are FSG Reports?

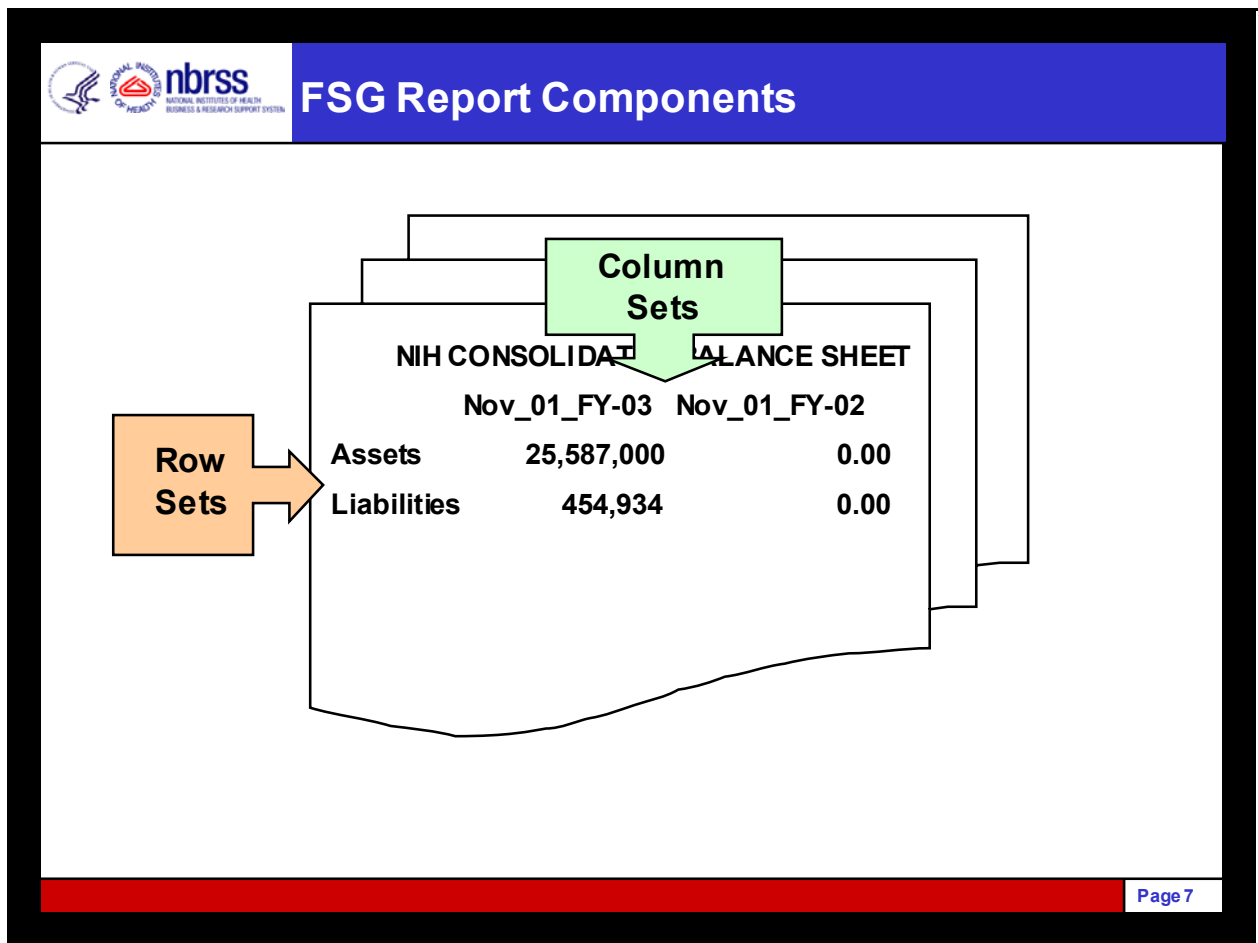


What are FSG Reports?

- Oracle Financial Statement Generator (FSG) is a tool used to build custom financial reports to meet NIH's specific business reporting needs.
- FSG reports provide output of the exact information that has been entered into the Oracle General Ledger.
- FSGs are designed for financial reporting and are composed of information that is captured in the ACS segments
- Reports can be limited by a number of different parameters, such as Fund or Organization.

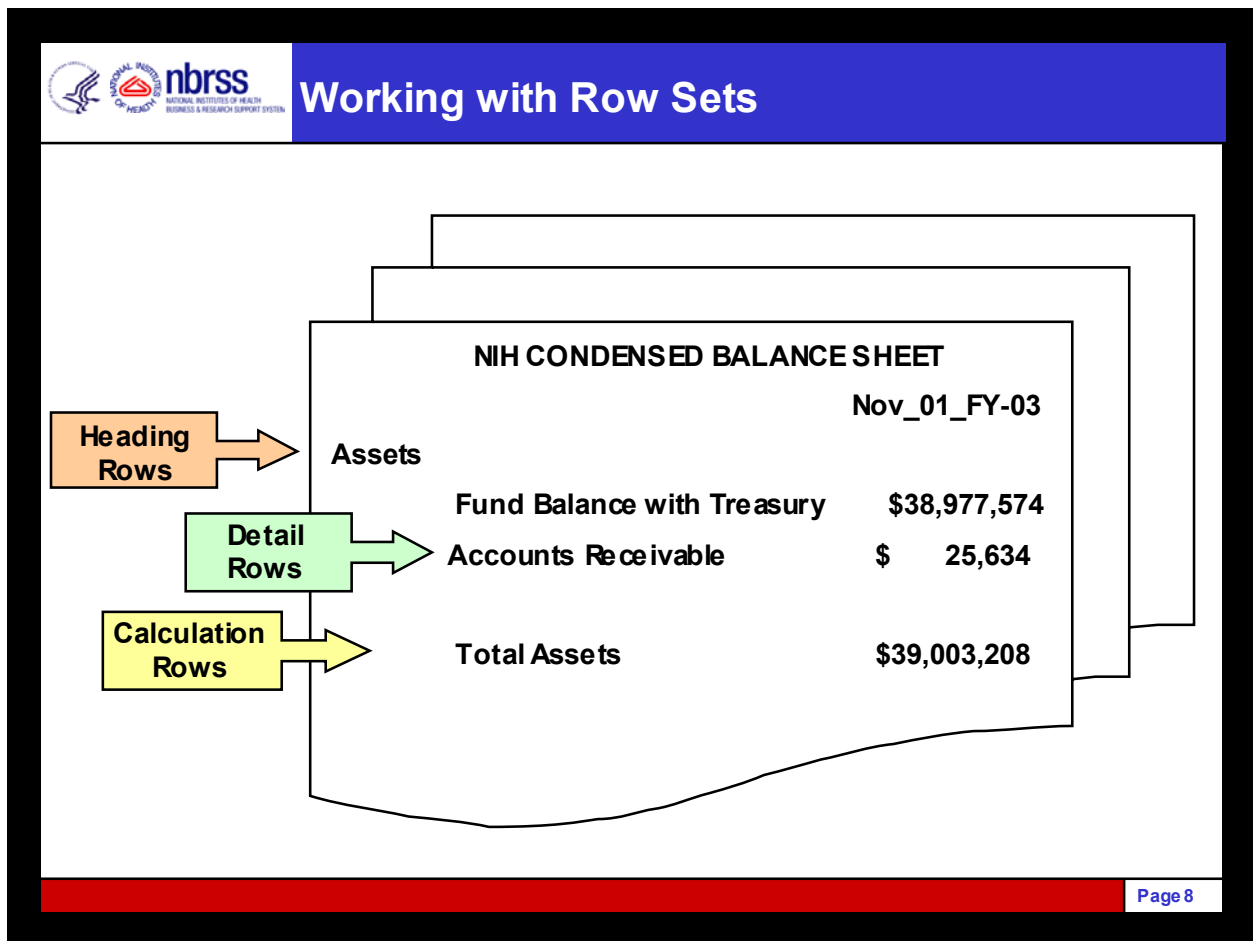
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FSG Report Components




- FSG Reports contain Row Sets, Column sets and data.
- **Row Sets** define the format and content of the rows in a report, such as Assets or Liabilities. Row Sets enable you to group related or similar information together.
- **Column Sets** define the format and content of the columns in your financial report. The most commonly used attribute for a column is time period, such as the month, quarter and fiscal year.
- A combination of at least one row set and one column set comprise a financial report.

Working with Row Sets



- Heading Rows identify content groupings within the report.
 - In this example, the Heading Row is “Assets”.
- Detail Rows identify the rows within the report that are associated with specific accounts and values.
 - In this example, Detail Rows are “Fund Balance with Treasury” and “Accounts Receivable”
 - The Detail Rows are associated with the appropriate ACS segment values*
- Calculation Rows include subtotals or totals of the Detail Rows.
 - In this example, “Total Assets” is a Calculation Row.

Working with Column Sets

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Working with Column Sets

	Detail Column	Current	Variance
Assets			
Fund Balance with Treasury		\$38,977,574	\$4,024
Accounts Receivable		\$ 25,634	\$ 365
Total Assets		\$39,003,208	\$4,389

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- Detail Columns identify the types of values appearing in the columns of the report.
 - In this example, the Detail Columns is “Current”.
- Calculation Columns include variances, percentages, subtotals and totals.
 - In this example, the Calculation Column is “Variance”.

Current FSG Reports

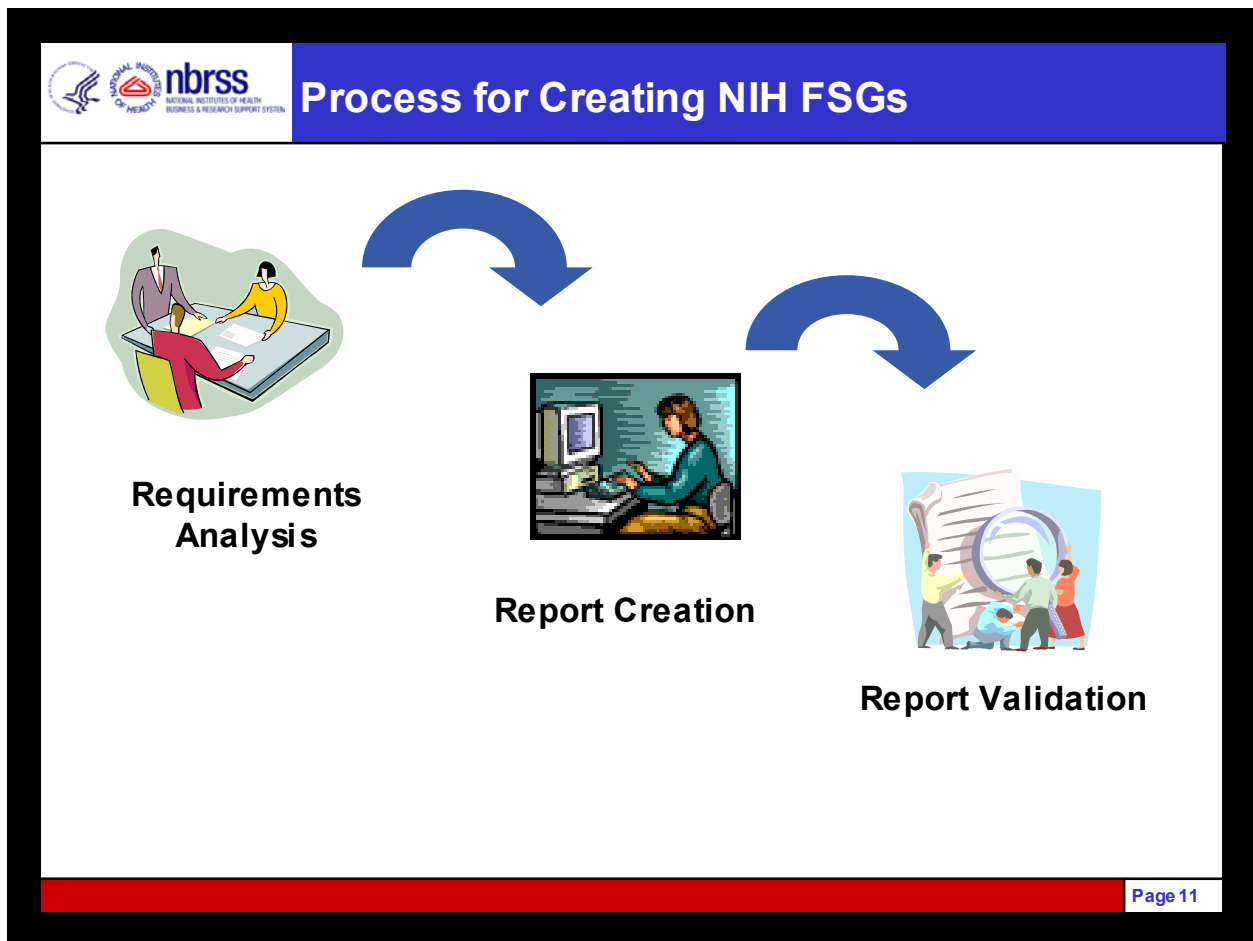


Current FSG Reports

➤ The following FSG Reports are available in the NBS:

- Comparative Consolidated Balance Sheet Summary
- Condensed Balance Sheet
- Consolidated Balance Sheet Detailed
- SGL Balances
- Standard General Ledger Report
- Statement of Financing
- Statement of Net Costs
- Statement of Changes in Net Position
- Statement of Net Costs Detailed
- Trial Balance
- Balance of Accounts


Process for Creating NIH FSGs



The NBS Team went through a rigorous process in creating the initial NIH FSGs:

- Requirements Analysis
 - Meeting with OFM staff to discuss current reports
 - Reviewing Existing Financial Statements
- Report Creation
 - Defining the specific row sets and column sets for each NIH financial report
 - Selecting the appropriate SGLs related to each row set
- Report Validation (to be conducted)
 - Comparing NBS FSGs to existing financial statements
 - Working with OFM staff to compare the two sets of reports

Requesting Additional FSG Reports

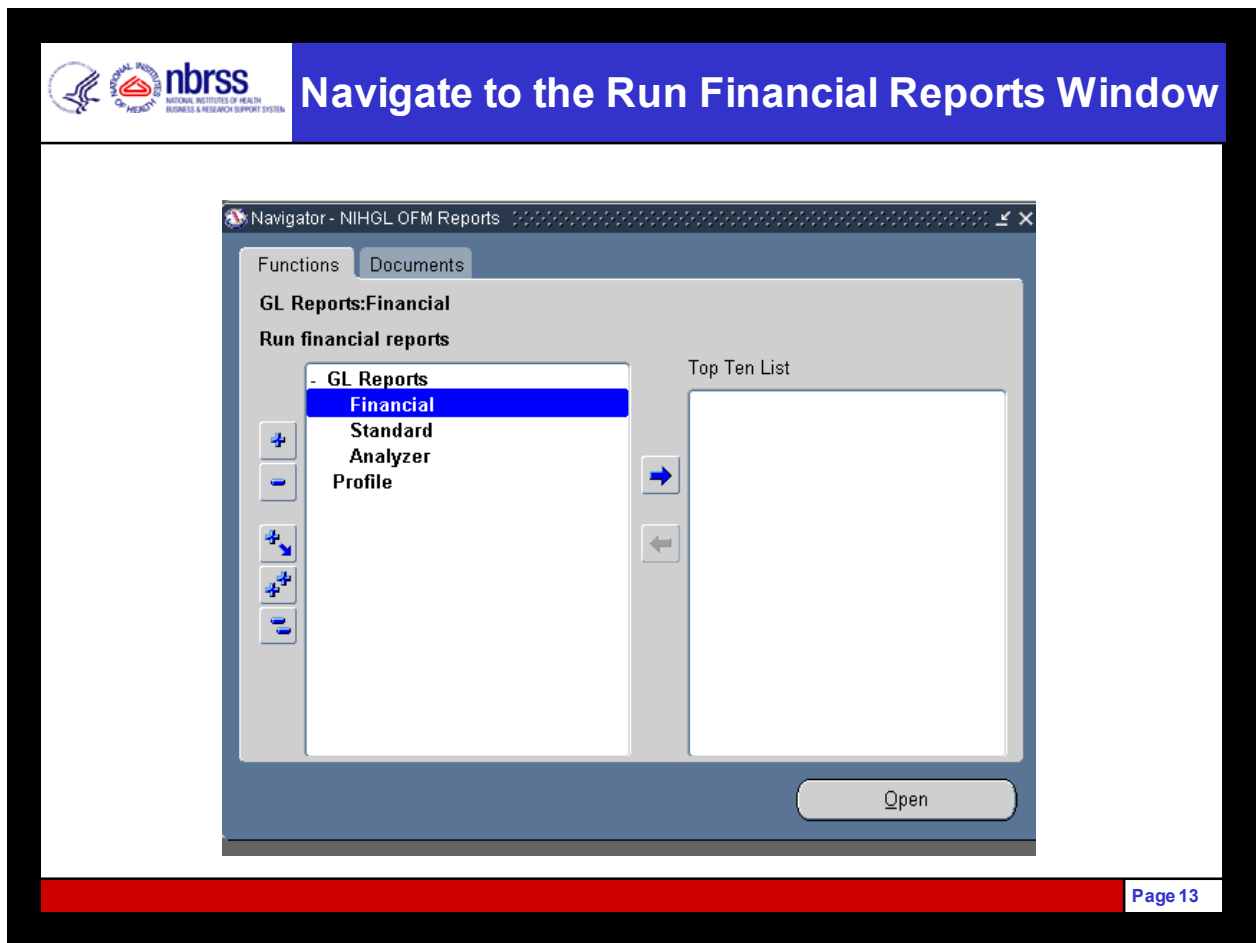
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Requesting Additional FSG Reports

- Initially, all report modifications and new FSG Report development will be performed by NBS staff.
- Process for submitting new FSG report requests:
 - Identify the specific information you would like to see in your report. It would be helpful for you to outline the report on paper, if possible.
 - Contact the NBS Team through the NBRSS – FSGs mailbox in the Outlook global address list to submit your request.
 - Your report will be processed and you will be notified when it is complete.

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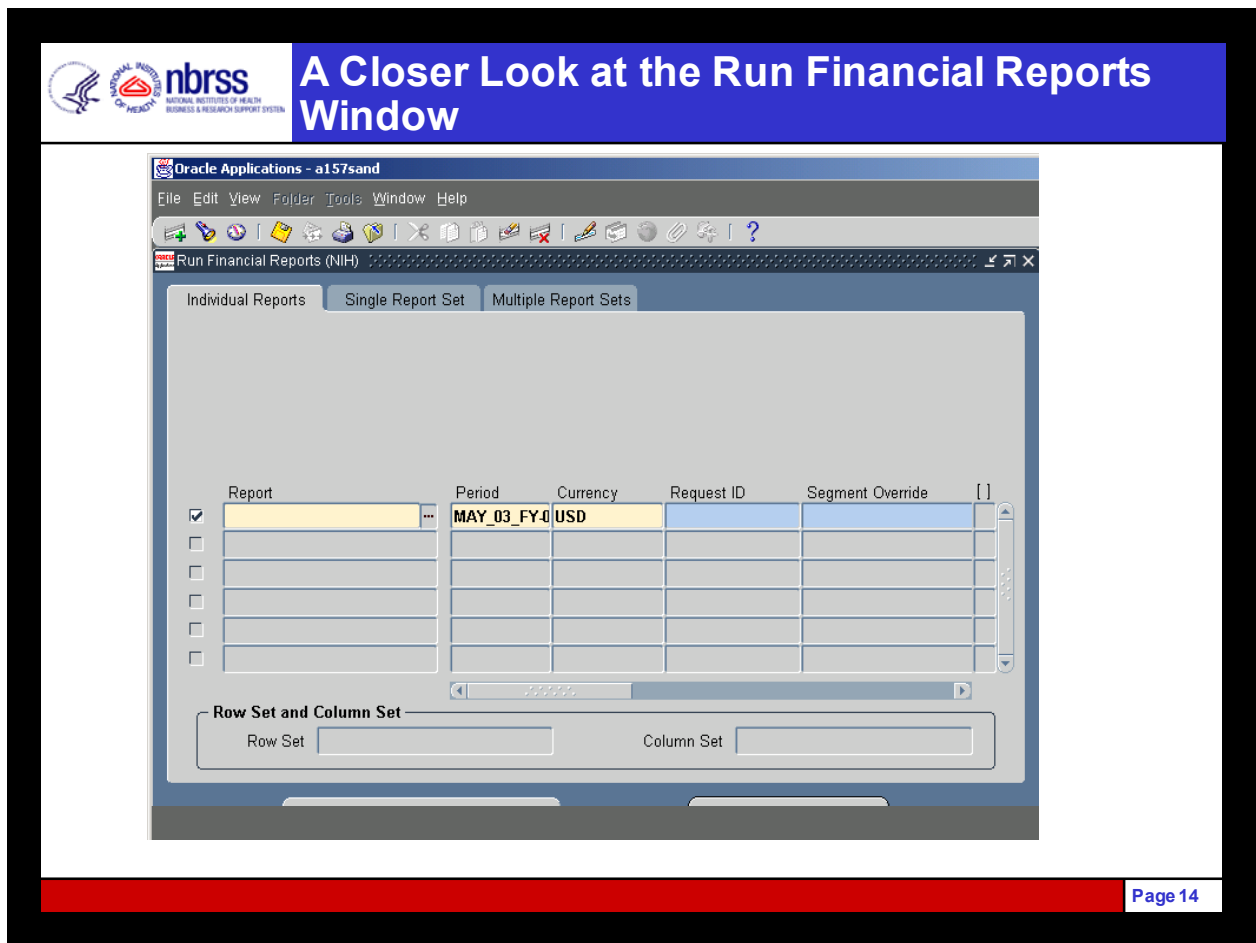
Navigate to the Run Financial Reports Window



- Next, you will select the function that will enable you to access the FSG reports. Accessing functions, forms or actions is referred to as “navigation” in the NBS.
- Perform the following navigation:

GL Reports >Financial
- Click on the **Open** button or double click on the “Financial” value.

A Closer Look at the Run Financial Reports Window




- The Run Financial Reports window enables you to select and run FSG reports.
- All of the FSG reports are located under the Individual Requests tab, which is the default tab in the Run Financial Reports window.
- The list of FSG reports is located under the LOV in the Report field.
- You can filter your report according to specific data elements by completing the additional parameter fields.
- Report Sets are used to run a group of reports at one time. Report Sets have not currently been defined for financial statements.

Accessing the Report List of Values

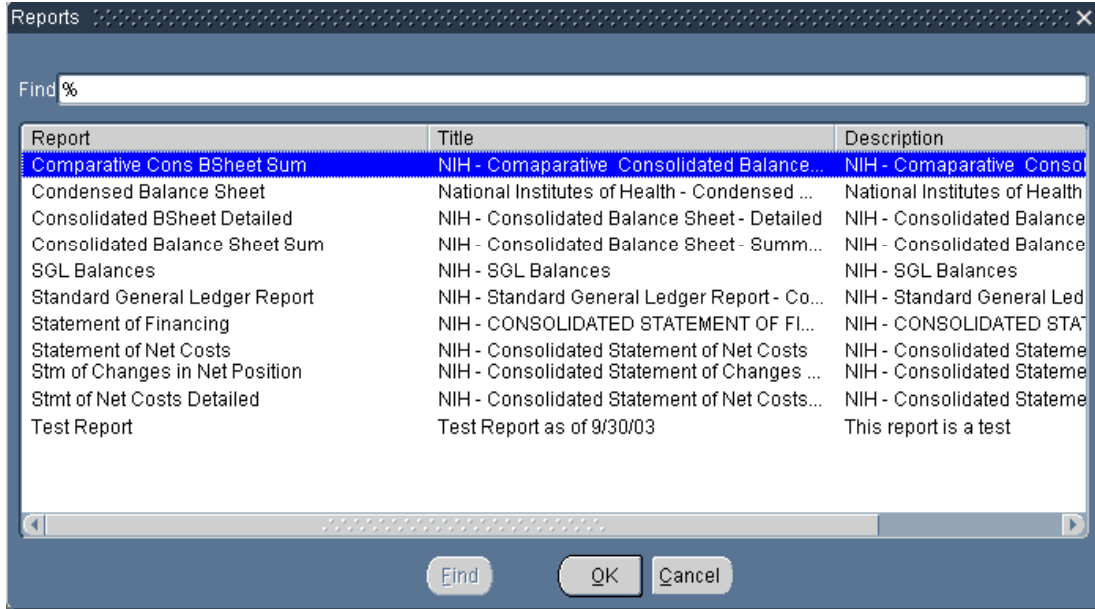


- To select an FSG report, click inside the Report field and then click on the **LOV** next to the field.
- To view the entire list of reports, enter a % sign in the Find field of the Report window, and then click on the **Find** button.
- If you know the report name, you can conduct a partial search by typing in the first few letters before the % sign, and then clicking on the **Find** button.

Selecting Reports from the List of Values

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Selecting Reports from the List of Values



The screenshot shows a window titled "Reports" with a search bar labeled "Find %". Below the search bar is a table with three columns: "Report", "Title", and "Description". The first row is highlighted in blue.

Report	Title	Description
Comparative Cons BSheet Sum	NIH - Comparative Consolidated Balance...	NIH - Comparative Conso
Condensed Balance Sheet	National Institutes of Health - Condensed ...	National Institutes of Health
Consolidated BSheet Detailed	NIH - Consolidated Balance Sheet - Detailed	NIH - Consolidated Balance
Consolidated Balance Sheet Sum	NIH - Consolidated Balance Sheet - Summ...	NIH - Consolidated Balance
SGL Balances	NIH - SGL Balances	NIH - SGL Balances
Standard General Ledger Report	NIH - Standard General Ledger Report - Co...	NIH - Standard General Led
Statement of Financing	NIH - CONSOLIDATED STATEMENT OF FI...	NIH - CONSOLIDATED STA
Statement of Net Costs	NIH - Consolidated Statement of Net Costs	NIH - Consolidated Stateme
Strnt of Changes in Net Position	NIH - Consolidated Statement of Changes ...	NIH - Consolidated Stateme
Strnt of Net Costs Detailed	NIH - Consolidated Statement of Net Costs...	NIH - Consolidated Stateme
Test Report	Test Report as of 9/30/03	This report is a test

At the bottom of the window are buttons for "Find", "OK", and "Cancel".

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- To select a specific report, simply click on the report name, and then click on the **OK** button.

Entering Parameters

Run Financial Reports (NIH)

Individual Reports Single Report Set Multiple Report Sets

Report	Period	Currency	Request ID	Segment Override
<input checked="" type="checkbox"/> Consolidated BSheet Detailed	MAY_03_F...	USD		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				


Row Set and Column Set

Row Set: Consolidated BSheet Detailed Column Set: Balance Sheet

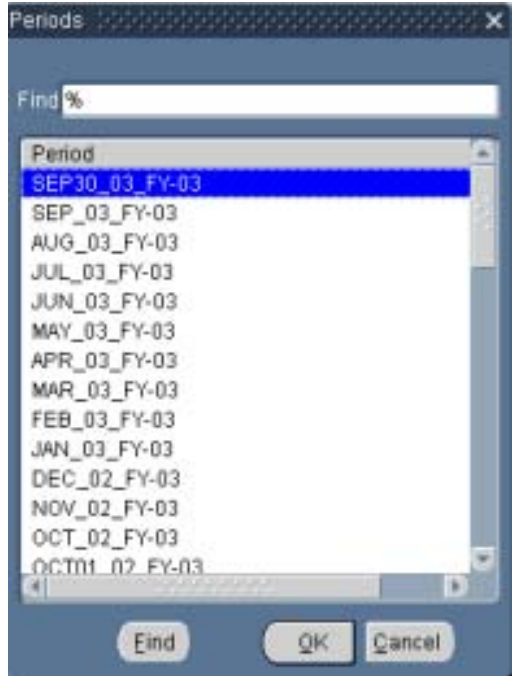
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- Parameters enable you to narrow down your report results, subject to what the report can produce.
- The Period, Currency and Rounding Option parameters are required.
- The Segment Override, Content Set, Row Order and Output Option parameters are optional.
- Display Set parameter is not currently being used.
- The Exceptions checkbox is used to flag any exceptions that should be highlighted in the report. No exceptions have currently been defined for NIH.

Completing the Period Parameter

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Completing the Period Parameter



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- A standard Oracle period equals a month, and there are 12 standard periods per year.
- There are also two adjusting periods in Oracle. For example, SEP30_03_FY-03 and OCT01_02_FY-03.
- The Period parameter enables you to select the specific period of time you would like your report to reflect.
- The default value will always be the current open period in Oracle. The current period will always present information as of the system date.
- To change the period value, click on the LOV next to the Period field and then select the appropriate value.

Completing the Segment Override Parameter

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Completing the Segment Override Parameter

Accounting Flexfield

FUND	08024320031DA0	0243 NIA 2003 ANNL DRCT A
TREAS SYM	0843	NIA
BFY	2003	2003
FUND LIMIT	01	GENERAL
ALLOT ORG	N100	NIA
ORG	HNN1000000C	HNN1 NIA OD OFC DIR
IE	E	EXTERNAL
B ACT	00202	NIA AGING
FARS	93866	AGING RSCH
MECH	005	EXTRAMURAL PROGRAM
LINE ITEM	N020	GCG
OBJECT CLASS	2131	DOM SPCH PRESENT
SGL	4610	ALLOT RLZD RESRC
COHORT	9999	... DEFAULT
HHS F1	9999	DEFAULT
NIH F1	9999	DEFAULT

OK Cancel Combinations Clear Help

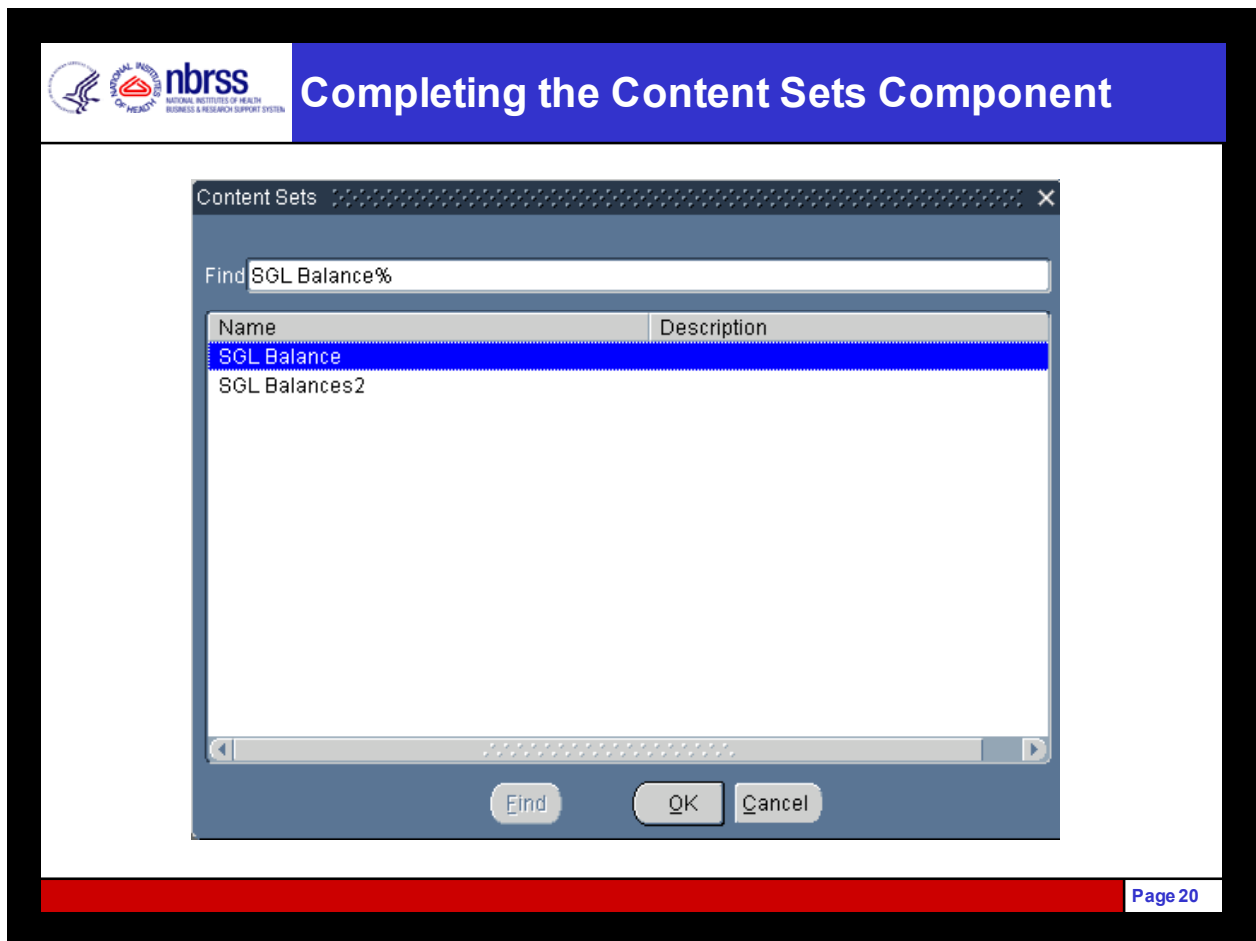
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The Segment Override parameter enables you to filter your report on a specific ACS Segment value or values.

- **Fund** – Identifies each NIH fund value by Direct/Reimbursable, IMN, FY established and Category A and B. If you want your report to reflect an entire fund, you can use the corresponding Treasury Symbols, which have been defined as parent values.
- **Budget Fiscal Year** – The year of apportionment for the fund in which the transaction occurs
- **Fund Limit** – Identifies funds for any special laws or programs within the fund, e.g. Small Business.
- **Allotment Org** – Identifies the IC to whom an Allotment is issued
- **Organization** – Identifies the organizational unit to whom an operating budget is issued
- **I/E** – Indicates whether funds are obligated internally by NIH or externally in the form of grants and contracts research institutions outside the NIH
- **Budget Activity** – Identifies the area of research reportable in the President's Budget and Congressional Justification for which the funds are used
- **Mechanism** – Identifies the research mechanism for which the funds are used and reportable in the Congressional Justification
- **Line Item** - Identifies additional unique information the ICs use to create operating budgets other than organization, budget activity and mechanism.
- **Object Class Code** – Shows the classification by object of expenditure

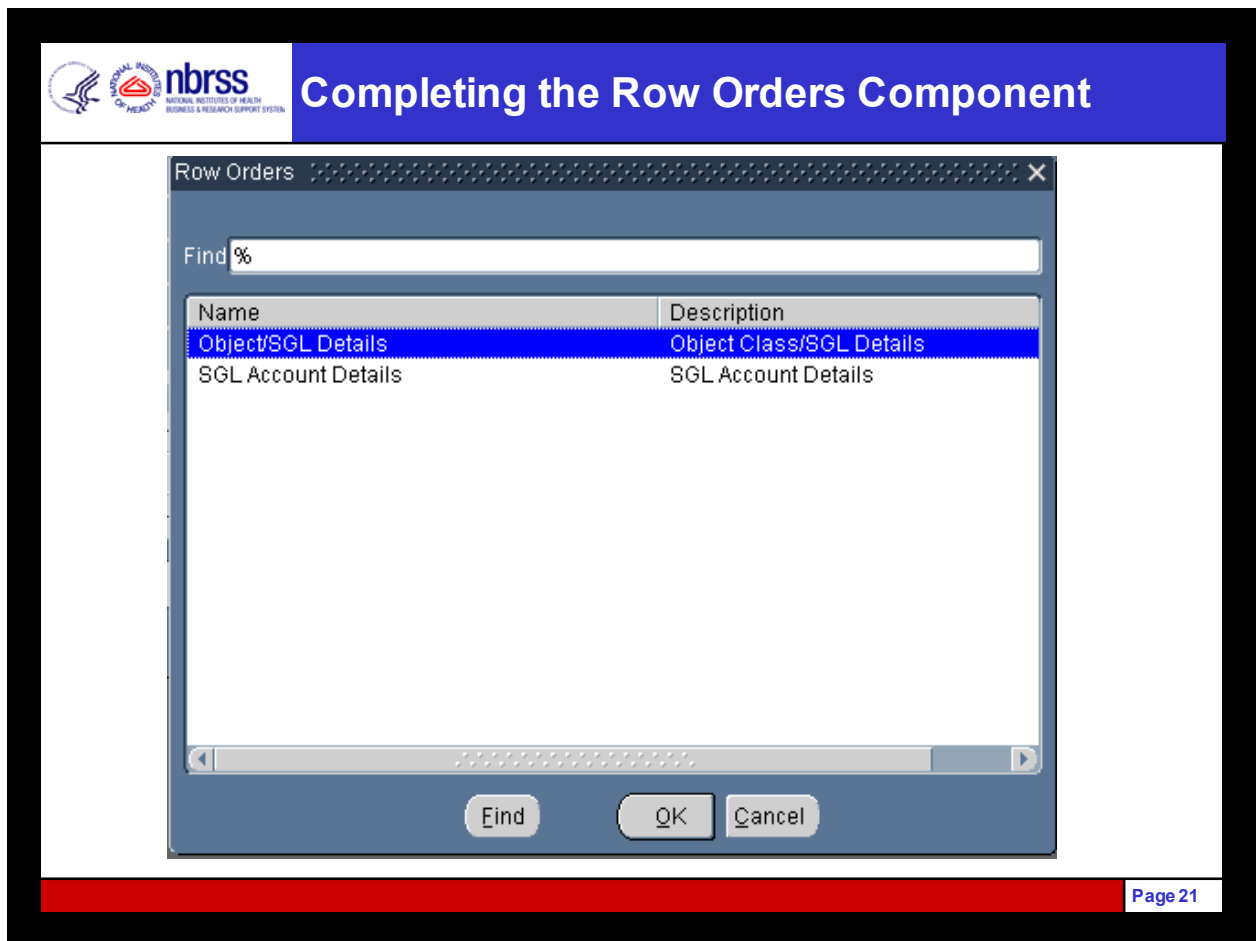
- **SGL** – Tracks funds by proprietary and budgetary accounts as defined by the US Treasury.

Completing the Content Sets Component



- The Content Sets parameter enables you to use a single report for multiple sets of content (e.g. Funds).
- If you leave this parameter blank, your report will be summarized for all of NIH.

Completing the Row Orders Component



- You can also select a predefined Row Order to control how detail rows appear in the report.

Submitting Your Request

The screenshot displays the 'Run Financial Reports (NIH)' application window. The title bar reads 'Run Financial Reports (NIH)'. Below the title bar, there are three tabs: 'Individual Reports', 'Single Report Set', and 'Multiple Report Sets'. The 'Individual Reports' tab is selected. The main area contains a table with the following columns: 'Report', 'Period', 'Currency', 'Request ID', and 'Segment Override'. The first row is checked and contains the following data: 'Consolidated BSheet Detailed', 'APR_03_FY-0', 'USD', and empty fields for 'Request ID' and 'Segment Override'. Below the table, there is a section titled 'Row Set and Column Set' with two dropdown menus. The 'Row Set' dropdown is set to 'Consolidated BSheet (Detailed)' and the 'Column Set' dropdown is set to 'Balance Sheet'. The bottom right corner of the window shows 'Page 22'.

Report	Period	Currency	Request ID	Segment Override
<input checked="" type="checkbox"/> Consolidated BSheet Detailed	APR_03_FY-0	USD		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

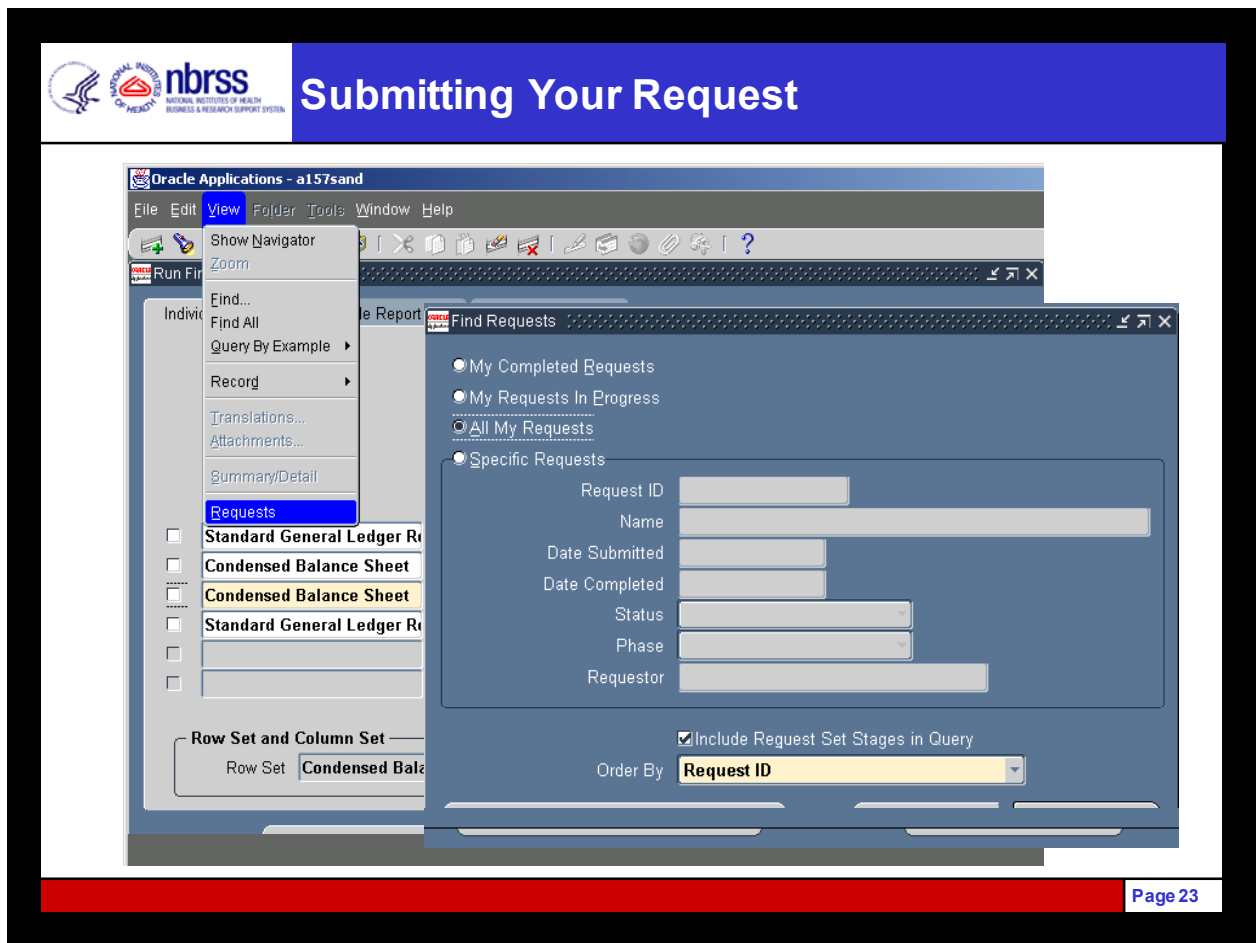
Row Set and Column Set

Row Set: Consolidated BSheet (Detailed) Column Set: Balance Sheet

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- Once you have completed all of your parameters, you can click on the **Submit** button to submit your report request.
- Make sure there is a check mark in the box next to the report you wish to submit.
- After your report is submitted, a Request ID Number will appear in the Request ID field. You can use this number to identify your request in the View Request list.

Submitting Your Request



- To view your report requests, click on the **View** pull down menu and select **Requests**.
- When the Find Request window appears, leave the default values, and click on the **Find** button.

Reviewing Submitted Requests

Reviewing Submitted Requests

Request ID	Name	Parent	Phase	Status	Parameters
111478	Financial Statement Gen		Pending	Normal	MAY_03_FY-03, , 1002, 1004, 1011,
111477	Financial Statement Gen		Completed	Normal	MAY_03_FY-03, , 1002, 1004, 1011,
111476	Financial Statement Gen		Completed	Normal	AY_03_FY-03, , 1040, 1001, 692, U
111451	Financial Statement Gen		Completed	Normal	AY_03_FY-03, , 1003, 1001, 1011,
111450	Financial Statement Gen		Completed	Normal	AY_03_FY-03, , 1007, 1002, 1012,
111449	Financial Statement Gen		Completed	Terminated	AY_03_FY-03, , 1006, 1007, 1017,
111401	Financial Statement Gen		Completed	Normal	AY_03_FY-03, , 1006, 1007, 1017,
111310	PRC: Transaction Import		Completed	Terminated	VALTRAN,
111309	NIHPA Reset Interface Re		Completed	Normal	
111308	PRC: Transaction Import		Completed	Error	

Buttons: Refresh Data, Find Requests, Submit a New Request..., View Output, View Log..., Hold Request, View Details..., Cancel Request, Diagnostics.

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- Requests are submitted to a concurrent manager and are run based upon the rules of the specific managers.
- Due to the large amount of processing power required for running reports, only one report will be processed at a time. All other reports will be placed on a pending status until the preceding reports in the queue have run.
- The last report request you submit will appear at the top of the request list. A request is selected when the first field of the request is hi-lighted in blue.
- You will need to click the **Refresh Data** button to view the current status of the request.
- The **Phase** field will indicate whether the report is waiting or complete.
 - **Pending** - Request is waiting in queue
 - **Running** - Request is being run.

- **Completed** - Request has finished.
- **Error** – Request completed with an error

Viewing the Report in Oracle

Viewing the Report in Oracle

Report request ID - 111478

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NIH - Consolidated Balance Sheet - Detailed
Current Period: MAY_03_FY-03

currency USD
FUND=08024320031DAO (0243 NIA 2003 ANNL DRCT A), COHORT=9999 (DEFAULT), HHS F1=9999 (DEFAULT), N
(('0000)
SGL MAY_03_FY-03

ASSETS:

Intragovernmental:

Fund Balance with Treasury	
101001 AUTH	251,619
101002 DSRMNTS (OTR THAN PAYROLL)	-17,251
101003 DSRMNTS (PAYROLL)	-15,238
Fund Balance with Treasury (Non-Entity)	
Advances and prepayments	
141001 TRVL ADV & EMGNCY EMP PYMNT	4
141007 ADV TO OTR ALL OTR	3,304
Total Intragovernmental Assets	222,438

Governmental:

Accounts Receivable, Net	
Accounts Receivable, Net (Non-Equity)	
Grant Advances	
General property, plant & equipment, net	
175001 EQUIP	-465
175006 ADP TC EQUIP IN USE	1,133
175901 ACCUM DEPR EQUIP	-184
Other Assets	
141003 ADV TO NON FED VIA PMS	1,170

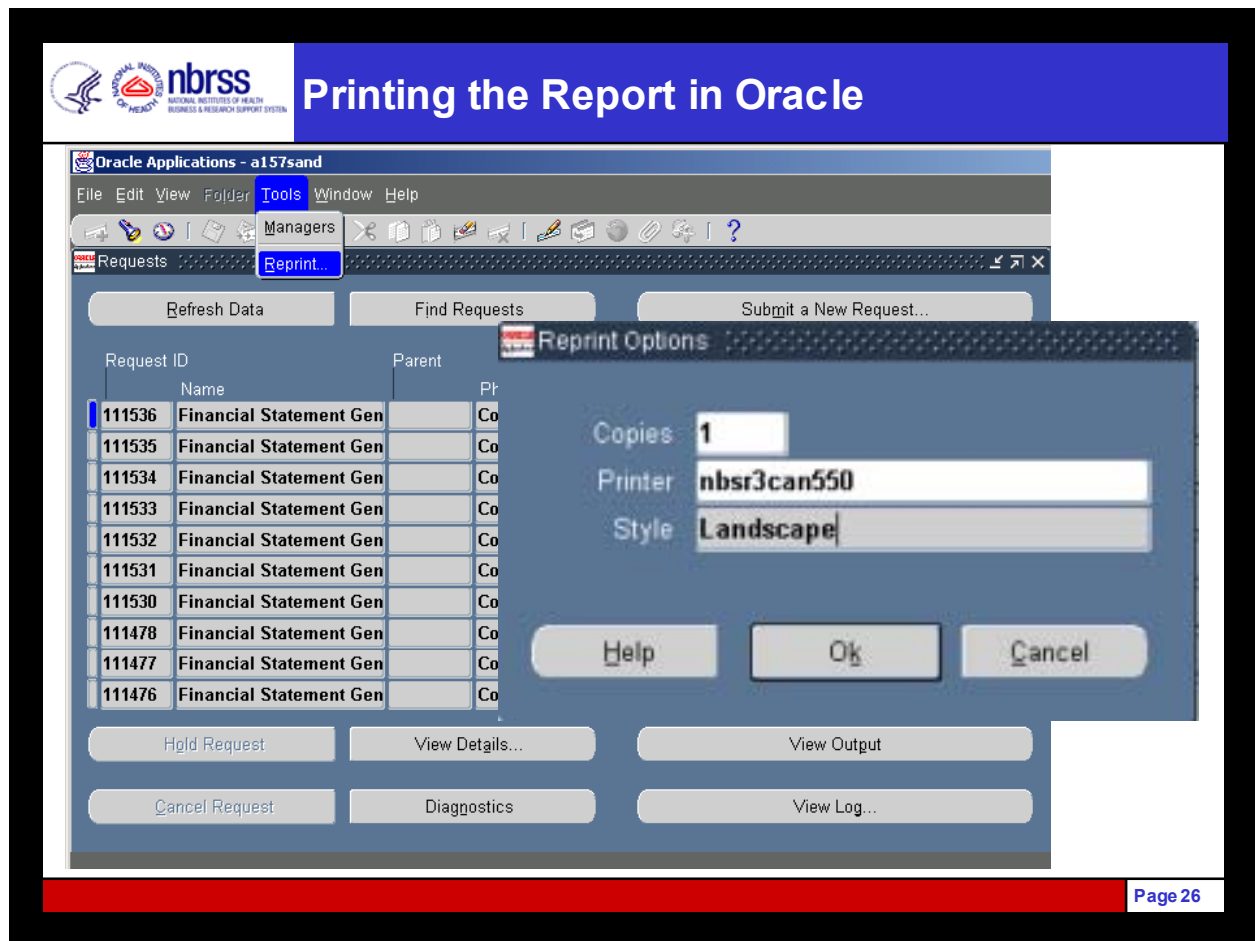
View Output

View Log...

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- Once the report has completed successfully, you can view the report in Oracle.
- Click on the **View Output** button to open your report.

Printing the Report in Oracle

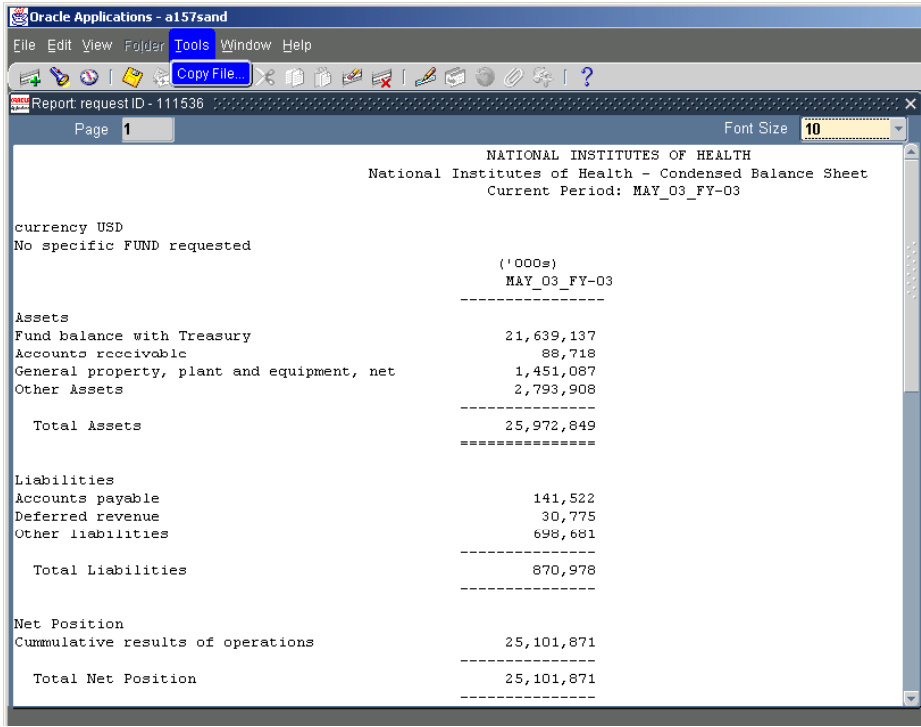


- To print the report directly from Oracle:
 - Close out of the report.
 - Click on the **Tools** pull down menu and select **Reprint**.
 - Indicate the number of copies you would like to print.
 - Search for your printer by clicking on the Printer **LOV** and typing in your printer name.
 - When you are finished completing the fields, click on the **OK** button to print the report

Importing Results into Excel



Importing Results into Excel



Oracle Applications - a157sand

File Edit View Folder Tools Window Help

Report request ID - 111536

Page 1 Font Size 10

NATIONAL INSTITUTES OF HEALTH
National Institutes of Health - Condensed Balance Sheet
Current Period: MAY_03_FY-03

currency USD
No specific FUND requested

('000s)
MAY_03_FY-03

Assets

Fund balance with Treasury	21,639,137
Accounts receivable	88,718
General property, plant and equipment, net	1,451,087
Other Assets	2,793,908
Total Assets	25,972,849

Liabilities

Accounts payable	141,522
Deferred revenue	30,775
Other liabilities	698,681
Total Liabilities	870,978

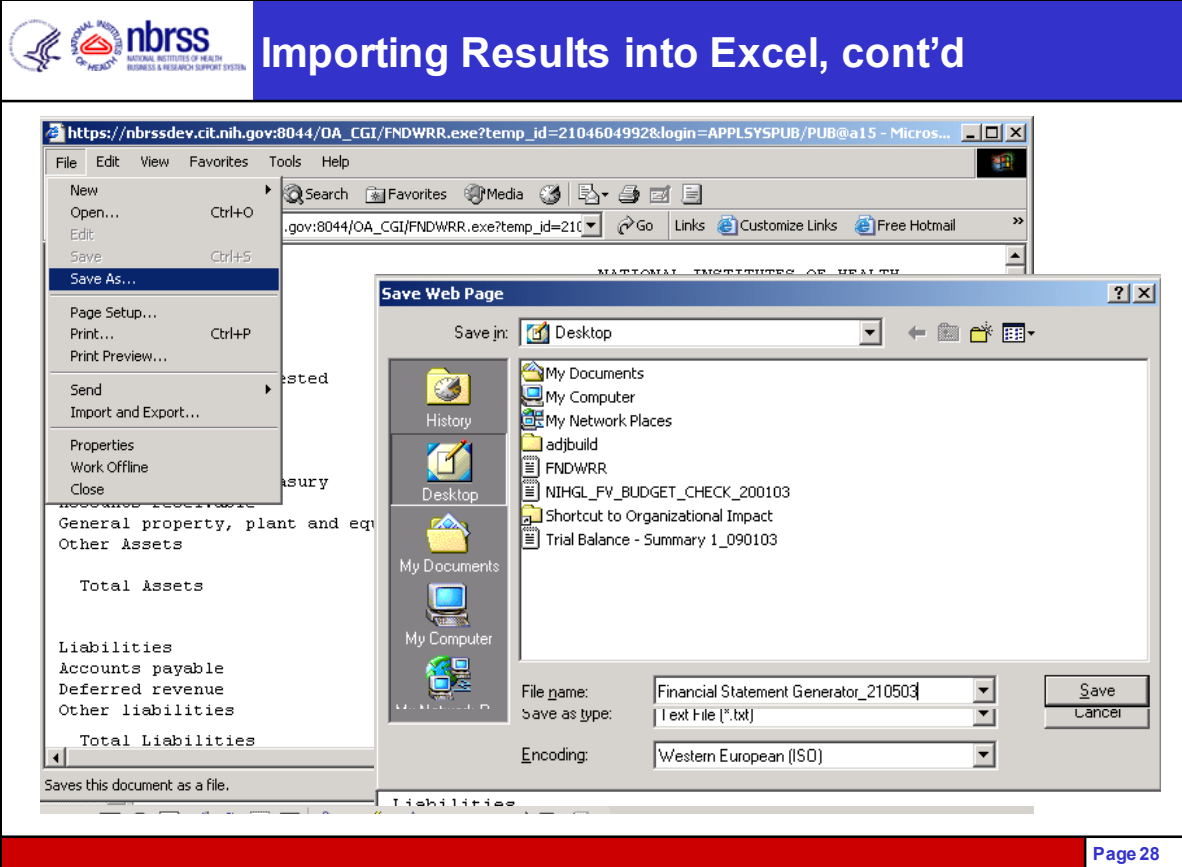
Net Position

Cummulative results of operations	25,101,871
Total Net Position	25,101,871

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- You must be viewing the report in order to bring the output into Excel. If the report is not open, click on the **View Output** button.
- The first thing you must do to bring your results into Excel is copy the report to a text page.
- From the report output window, click on **Tools > Copy File** from the menu bar.

Importing Results into Excel, cont'd

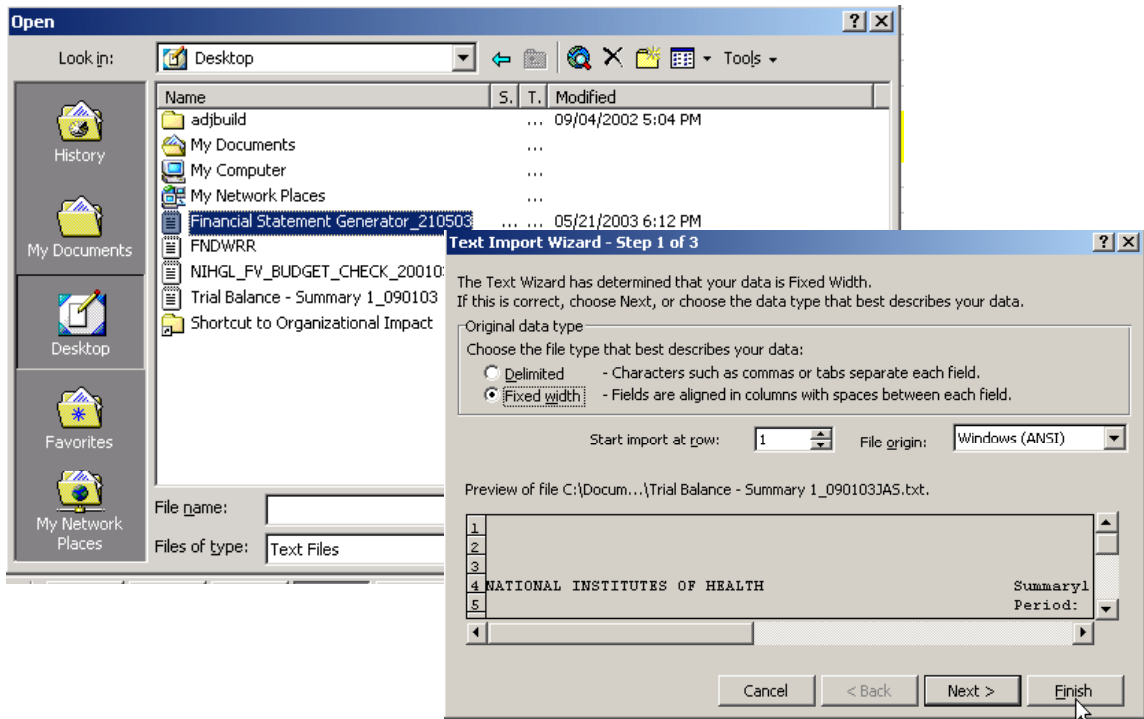


The screenshot shows a web browser window with the URL https://nbrssdev.cit.nih.gov:8044/OA_CGI/FNDWRR.exe?temp_id=2104604992&login=APPLSYSUB/PUB@a15. The 'File' menu is open, and 'Save As...' is selected. A 'Save Web Page' dialog box is open, showing the file name 'Financial Statement Generator_210503' and 'Text File (*.txt)' as the save type. The dialog also shows the file location as 'Desktop' and the encoding as 'Western European (ISO)'. The background shows a financial statement with sections for 'Total Assets' and 'Total Liabilities'.

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- From the text page, click on the **File** pull-down menu and select the **Save As** Option.
- Name your file and then click on the **Save** button to save it as a text file. You may need to change the file type in the **Save as type** box if the type does not default to text.

Importing the Report into Excel, cont'd




The screenshot shows the 'Open' file dialog in Microsoft Excel. The 'Look in:' dropdown is set to 'Desktop'. The file list shows several files, including 'Financial Statement Generator_210503' and 'Trial Balance - Summary 1_090103'. The 'Files of type:' dropdown is set to 'Text Files'. The 'Text Import Wizard - Step 1 of 3' dialog is open, showing that the data is 'Fixed Width'. The 'Original data type' section has 'Fixed width' selected. The 'Start import at row:' is set to 1, and the 'File origin' is 'Windows (ANSI)'. The preview shows the first few lines of the text file, including 'NATIONAL INSTITUTES OF HEALTH'.

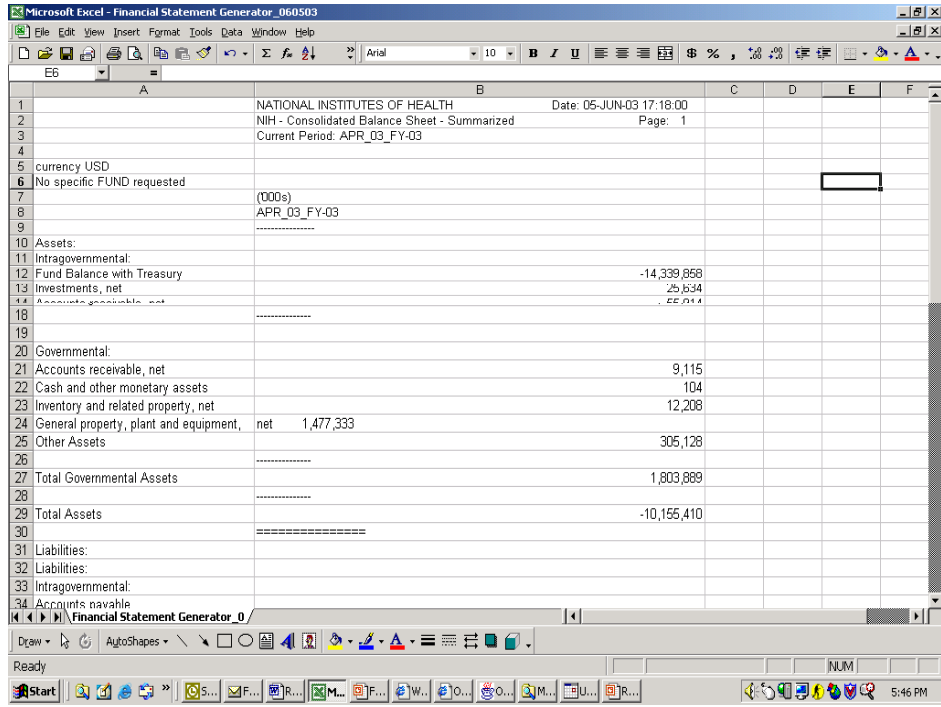
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- Open Microsoft Excel.
- Click on the **File** pull-down menu and select the **Open** option.
- In the **File of type** box, select “Text Files”.
- Select the file you saved and click on the **Open** button or double click the file name.
- In the **Text Import Wizard**, click on the radio button next to the “Fixed Width” option, and then click the **Finish** button.

Importing the Report into Excel, cont'd



Importing the Report into Excel, cont'd

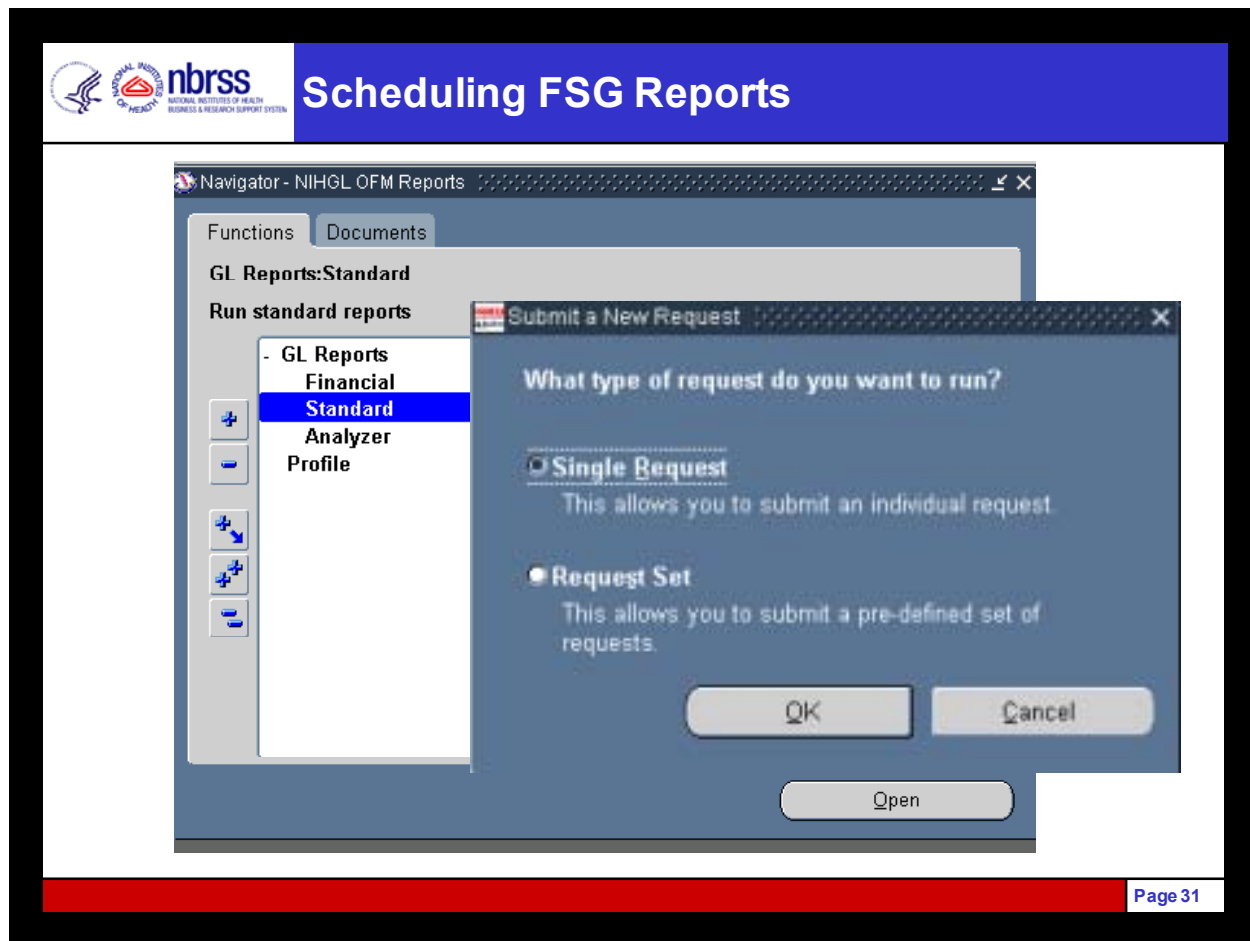


Description	Amount	Total
Assets:		
Intragovernmental:		
Fund Balance with Treasury	-14,339,858	
Investments, net	25,634	
Accounts receivable, net	9,115	
Cash and other monetary assets	104	
Inventory and related property, net	12,208	
General property, plant and equipment, net	1,477,333	
Other Assets	305,128	
Total Governmental Assets	1,803,889	
Total Assets		-10,155,410
Liabilities:		
Intragovernmental:		
Accounts payable		

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- You can format the Excel report to suit your needs.

Scheduling FSG Reports



- You must run a Standard request to schedule FSG reports.
- Perform the following navigation:

GL Reports >Standard

- Click on the **Open** button or double click on the “**Standard**” value.
- When the Submit a New Request window appears, accept the default “**Single Request**”.

Working with the Submit Request Window

Submit Request

Run this Request...

Name

Parameters

Language

Copy...

Languages...

At these Times...

Run the Job **As Soon as Possible**

Schedule...

Upon Completion...

☒ Save all Output Files

Notify

Print to

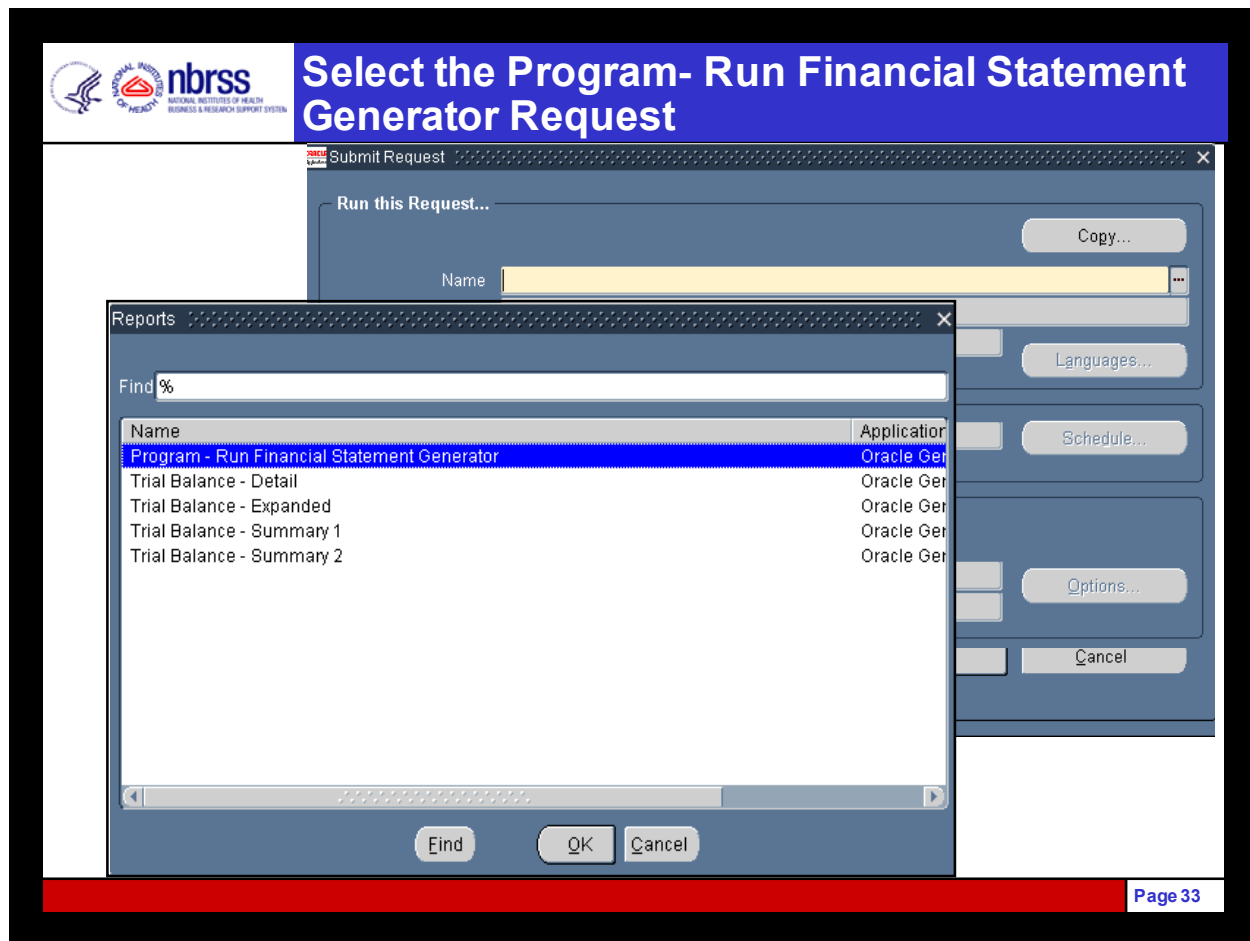
Options...

Help (B) Submit Cancel

Page 32

- The **Run this Request** section enables you to select requests from a list of values.
- The **At these Times** section enables you to schedule the requests to run at a certain time.
- The **Upon Completion** section enables you to notify others of your request, or print your request.

Select the Program- Run Financial Statement Generator Request



- You will need to run a specific request to schedule an FSG report:
- To run a request:
 - Click on the **LOV** button next to the Name field.
 - Select the value “**Program – Run Financial Statement Generator**” from the LOV.
 - Click the **OK** button.

Working with the Parameters Window

Parameters

Report: **Condensed Balance Sheet** National Institutes of Health - Conde

Period: **APR_03_FY-03** ...

Currency: **USD**

Rounding Option: **Calculate Then Round**

Segment Override:

Content Set:

Row Order:

Display Set:

Output Option: **Text**

Exceptions: **No**

Level of Detail:

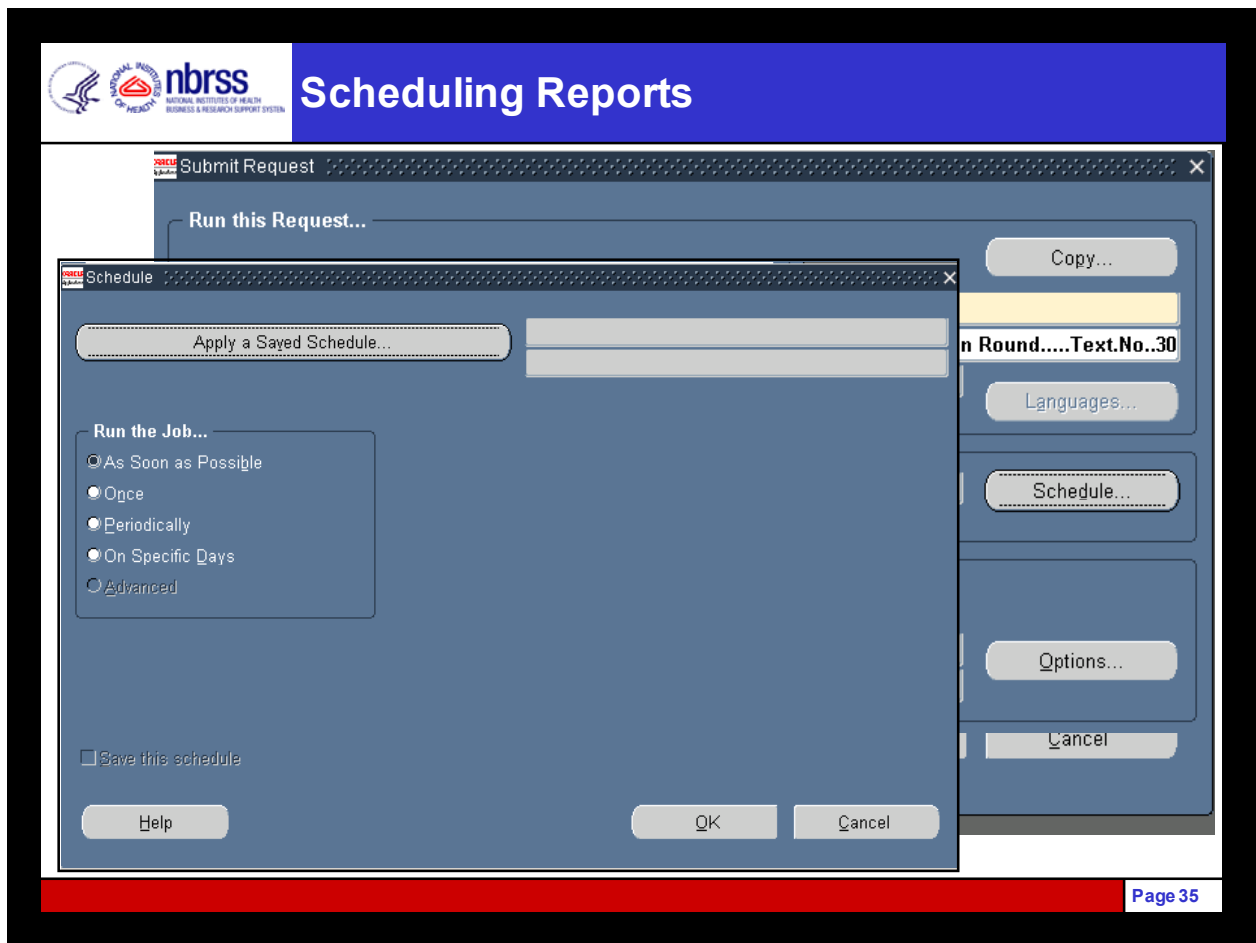
Date: **30-APR-2003**

OK Cancel Clear Help

Page 34

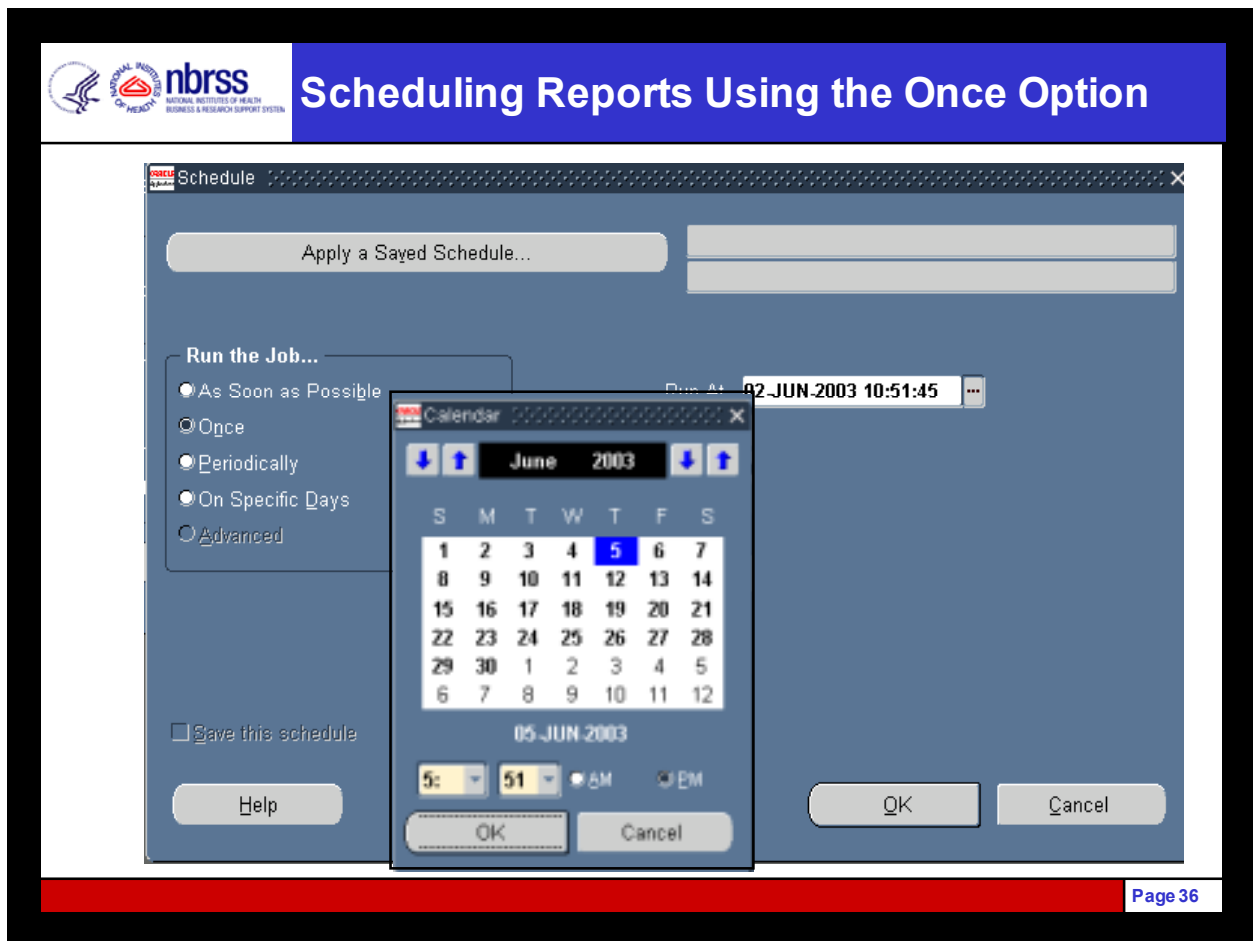
- From the Parameters window, you will select the name of the report you wish to schedule, and also enter any parameters you want to use to run the report.
- The parameters window contains the exact same parameters as the Run Financial Reports window covered in Lesson 3. You can refer to Lesson 3 for specific information on any of the Parameter window fields.
- Once you have entered the Parameters for your report, click on the **OK** button to return to the Submit Requests window.

Scheduling Reports



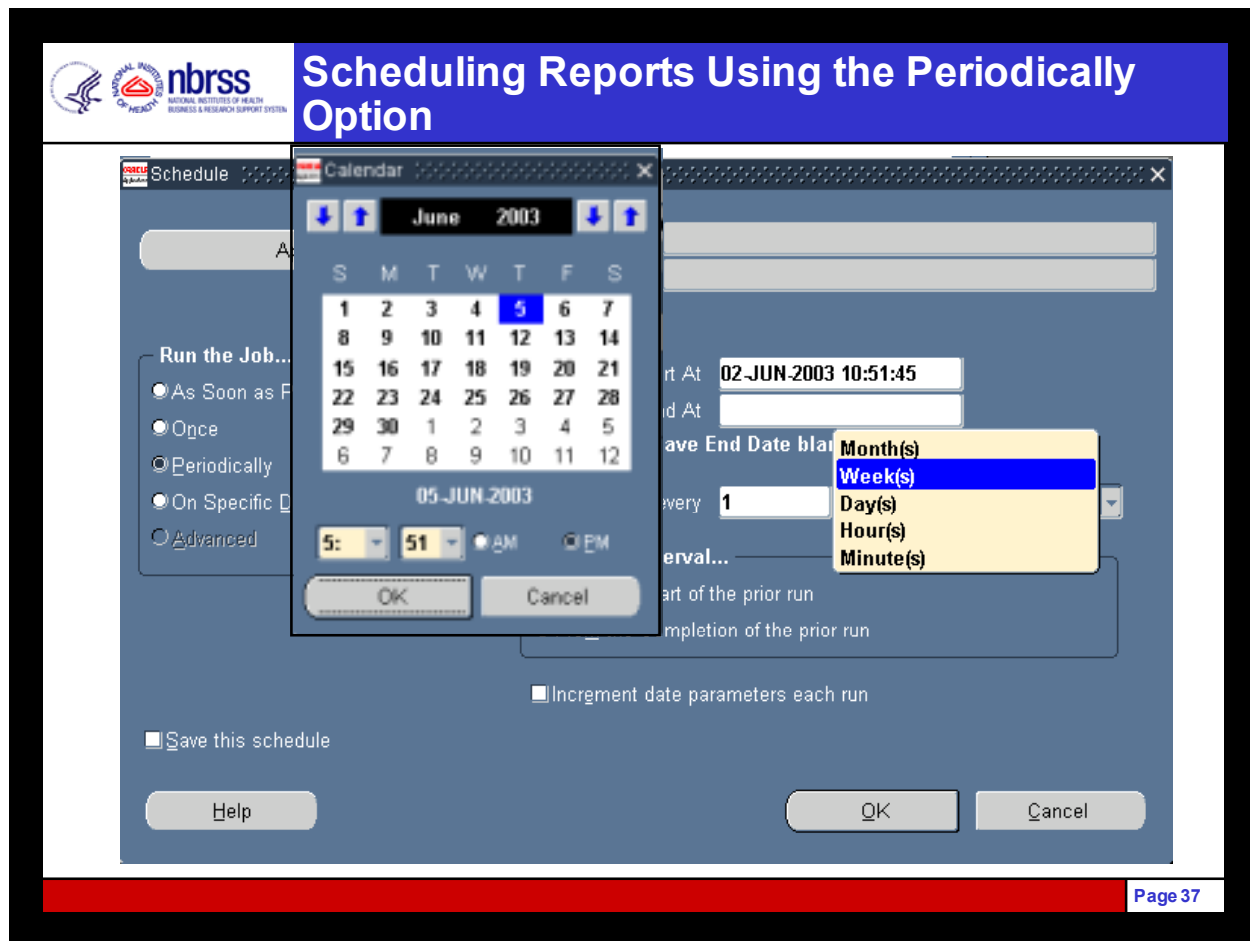
- To schedule a report, click on the **Schedule** button from the Submit Requests window.
- There are four options you can use to schedule a report:
 - As soon as possible (Default value)
 - Once
 - Periodically
 - On Specific Days

Scheduling Reports Using the Once Option



- To schedule a report to run one time, click on the radio button next to the **Once** option.
- Use the pop-up calendar to select the month and time you would like the report to run and then click on the **OK** button.

Scheduling Reports Using the Periodically Option



- To schedule a report to run periodically, click on the radio button next to the **Periodically** option.
- Use the pop-up calendar to select the Start At and End At Dates, but leave the End At blank if you want the request to run indefinitely.
- Select the re-run interval from the pop-up list:
 - Months
 - Weeks
 - Days
 - Hours
 - Minutes
- Select the **Increment date parameters each run** if you want the latest date for each run of the report.
- When you are finished completing this screen, click on the **OK** button.

Scheduling Reports Using the On Specific Days Option

The screenshot shows the 'Schedule' dialog box from the NBRSS (National Institutes of Health Business & Research Support System). The dialog has a title bar with the NBRSS logo and the text 'Scheduling Reports Using the On Specific Days Option'. Inside the dialog, there is a section 'Run the Job...' with five radio buttons: 'As Soon as Possible', 'Once', 'Periodically', 'On Specific Days' (which is selected), and 'Advanced'. To the right of this section are two text boxes for 'Start At' (containing '02-JUN-2003 10:51:45') and 'End At' (with a dropdown arrow). Below these are two calendar grids. The first grid, titled 'Dates of Every Month:', shows a calendar for June 2003 with the 15th selected. The second grid, titled 'Days of Every Week:', shows the days of the week (S, M, T, W, T, F, S) with the 'S' (Sunday) button selected. At the bottom of the dialog are two checkboxes: 'Save this schedule' and 'Increment date parameters each run', both of which are unchecked. There are also 'Help', 'OK', and 'Cancel' buttons at the bottom. A red bar at the bottom right of the dialog indicates 'Page 38'.

- To schedule a report to run on specific days of the month, click on the radio button next to the **On Specific Days** option.
- Use the pop-up calendar to select the Start At and End At Dates.
- Under the Dates of every month heading, use the calendar to select the days you want the report to run by click on the day.
- If you want your report to run on a specific day of the week, click on the day under the Days of Every Week heading.
- Select the Increment date parameters each run if you want the latest date for each run of the report.
- When you are finished completing this screen, click on the **OK** button.

Submitting the Scheduled Request

Submit Request

Run this Request...

Name: **Program - Run Financial Statement Generator** [Copy...](#)

Parameters: **Condensed Balance Sheet.APR_03_FY-03.USD.Calculate Then Round.....Text.No..30**

Language: **American English** [Languages...](#)

At these Times...

Run the Job: **Specific: Starting on 02-JUN-03: *15 *Last Day** [Schedule...](#)

Upon Completion...

☒ Save all Output Files

Notify:


Print to: **noprint** [Options...](#)

[Help \(B\)](#) [Submit](#) [Cancel](#)

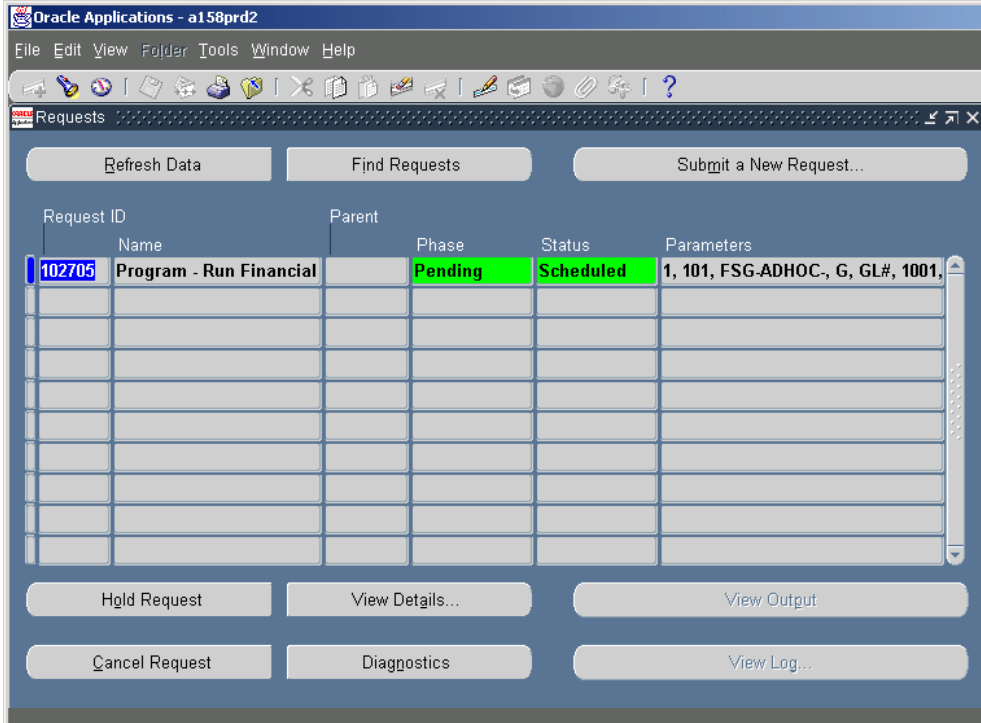
Page 39

- Once you complete your schedule request, the information you selected should appear in the Run the Job field under then At These Times heading.
- Click on the **Submit** button to submit your schedule request.

Viewing the Scheduled Request in the Requests Window

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Viewing the Scheduled Request in the Requests Window



Oracle Applications - a158prd2

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
102705	Program - Run Financial		Pending	Scheduled	1, 101, FSG-ADHOC-, G, GL#, 1001,

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

Page 40

- Once you submit your request, the Requests window will automatically open, displaying your request with a “Scheduled” status.
- Once the report runs at the scheduled time, the Phase and Status will change to “Completed” and “Normal” and you can view the request by clicking on the **View Output** button.
- If the report is scheduled to run multiple times, a new request will appear with a “Scheduled” status. This cycle will occur as many times as the report is scheduled to run.

Trial Balance Standard Reports



Trial Balance Standard Reports

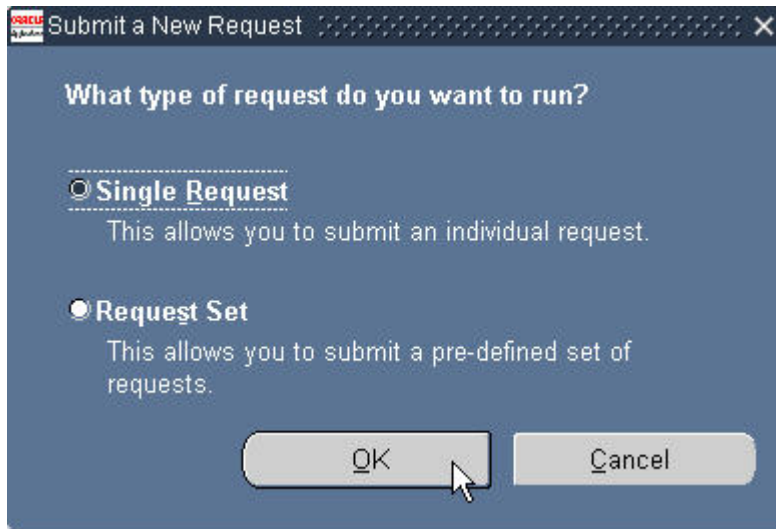
- The Trial Balance Reports can be run to review General Ledger account balances.
- Options include:
 - Trial Balance – Detail
 - Trial Balance – Expanded
 - Trial Balance – Summary 1 (Recommended)
 - Trial Balance – Summary 2

Running the Trial Balance - Summary 1 Report

NIH Period Maintenance

N > Submit Request > Run

Submit a New Request



Select the **OK** button.

Result: The **Submit Request** window is displayed.

Submit Request

Run this Request...

Copy...

Name

Parameters

Language Languages...

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Notify Options...

Print to

Help (B) Submit Cancel

1. In the **Name** field, select **Trial Balance - Summary 1** from the **LOV**.

Result: The **Parameters** window is displayed.

Parameters

Pagebreak Segment

Pagebreak Segment Low

Pagebreak Segment High

Currency

Period Name

Amount Type

OK Cancel Clear Help

2. In the **Pagebreak Segment** field, select the appropriate value from **LOV**

Result: The **Accounting Flexfield** window is displayed.

The image shows a dialog box titled "Accounting Flexfield" with a close button (X) in the top right corner. Inside the dialog, there are two input fields labeled "Low" and "High". The "Low" field is preceded by the text "FUND". Both fields are currently empty. Below the input fields, there are four buttons: "OK", "Cancel", "Clear", and "Help".

3. In the **Fund Low** field, use the **LOV** to select the desired fund value.
4. In the **Fund High** field, use the **LOV** to select the desired fund value if different from the Low value

Example: Below is a sample completed form.


The image shows the same "Accounting Flexfield" dialog box, but now the "Low" and "High" fields are populated with the value "08000720040DA0". The "FUND" label is still present before the "Low" field. The "OK", "Cancel", "Clear", and "Help" buttons remain at the bottom.

5. Select the **OK** button.

Result: The **Accounting Flexfield** window closes.

6. Select **USD** from the **LOV** in the **Currency** field.
7. Select the appropriate period from the **LOV** in the **Period** field.
8. Select the appropriate value from the **LOV** in the **Amount Type** field.

Example: Below is a sample completed parameters window



The Parameters window contains the following fields:

- Pagebreak Segment: FUND
- Pagebreak Segment Low: 08000720040DA0
- Pagebreak Segment High: 08000720040DA0
- Currency: USD
- Period Name: MAY_04_FY-04
- Amount Type: PTD
- Period to Date: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

9. Select the **OK** button.

Result: The **Parameters** window closes and you are returned to the **Submit Request** window.

10. Select the **Submit** button to submit the request.

Result: The **Requests** window is displayed.



The Requests window displays a table of requests with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters.

Request ID	Name	Parent	Phase	Status	Parameters
642446	Trial Balance - Summary		Pending	Normal	1, 101, B, 1, 08000720040DA0, 0800
642445	Financial Statement Gen		Completed	Normal	JUL_04_FY-04, , 1052, 1091, 1106, L
642436	Posting		Completed	Error	1, 101, 2880
642435	Posting		Completed	Normal	1, 101, 2879
642434	Posting		Completed	Normal	1, 101, 2878
642433	Program - Maintain Sum	642432	Completed	Normal	1
642432	Maintain Summary Temp	642425	Completed	Normal	8901, 556, 10763, 642425
642431	Update BE-GL transfer st	642430	Completed	Normal	1
642430	Update BE-GL Transfer S	642425	Completed	Normal	8901, 556, 10466, 642425
642429	Program - Create Journa	642428	Completed	Normal	1, 2, N, 0

Buttons at the top: Refresh Data, Find Requests, Submit a New Request...

Buttons at the bottom: Hold Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

11. Select the **Refresh Data** button until the **Phase** indicates the request has completed.
12. Select the **View Output** button to review the report.

End of activity.

Budget Reports

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







































































































































































































































































































































































































































Budget Reports

➤ We recommend running the following reports to validate budget entry and monitor funds balances:


- Balance of Accounts FSG
- NIHGL-FV_Budget_Check Report

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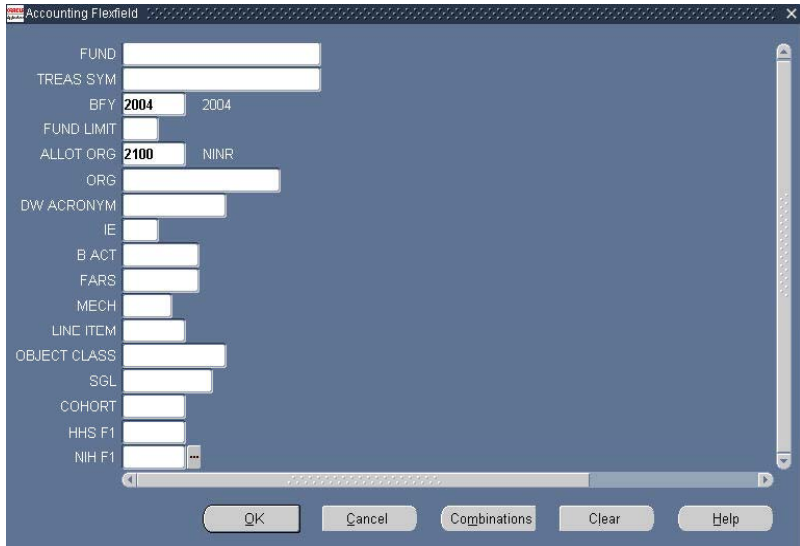
Balance Of Accounts FSG

Balance Of Accounts – Segment Override

**Balance Of Accounts – Segment Override**

When running the Balance of Account Reports, use the **Segment Override** window to narrow the results of your report.



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- You may use the **BFY** field to limit the budget fiscal years displayed.
- You may use the **Allot Org** field to limit the results to a particular allotment organization.
- We suggest that you remove the default values from the **Cohort**, **HHS F1**, and **NIH F1** fields to help with report formatting.

Note: When running the Apportionment report, the period that you select when running the FSG will determine which quarter's information is displayed.

NIHGL-FV_Budget_Check Report



NIHGL-FV_Budget_Check Report

- The NIHGL-FV_Budget_Check Report was developed to provide NIH with the ability to review the detailed entries for budgets in Fed Admin.

Oracle Applications - a150trng

Report request ID - 118873

Page 1

Font Size 10

Transactions selected by BFT= 2004

NBS Federal Admin High Level Budget Records by Treasury Symbol

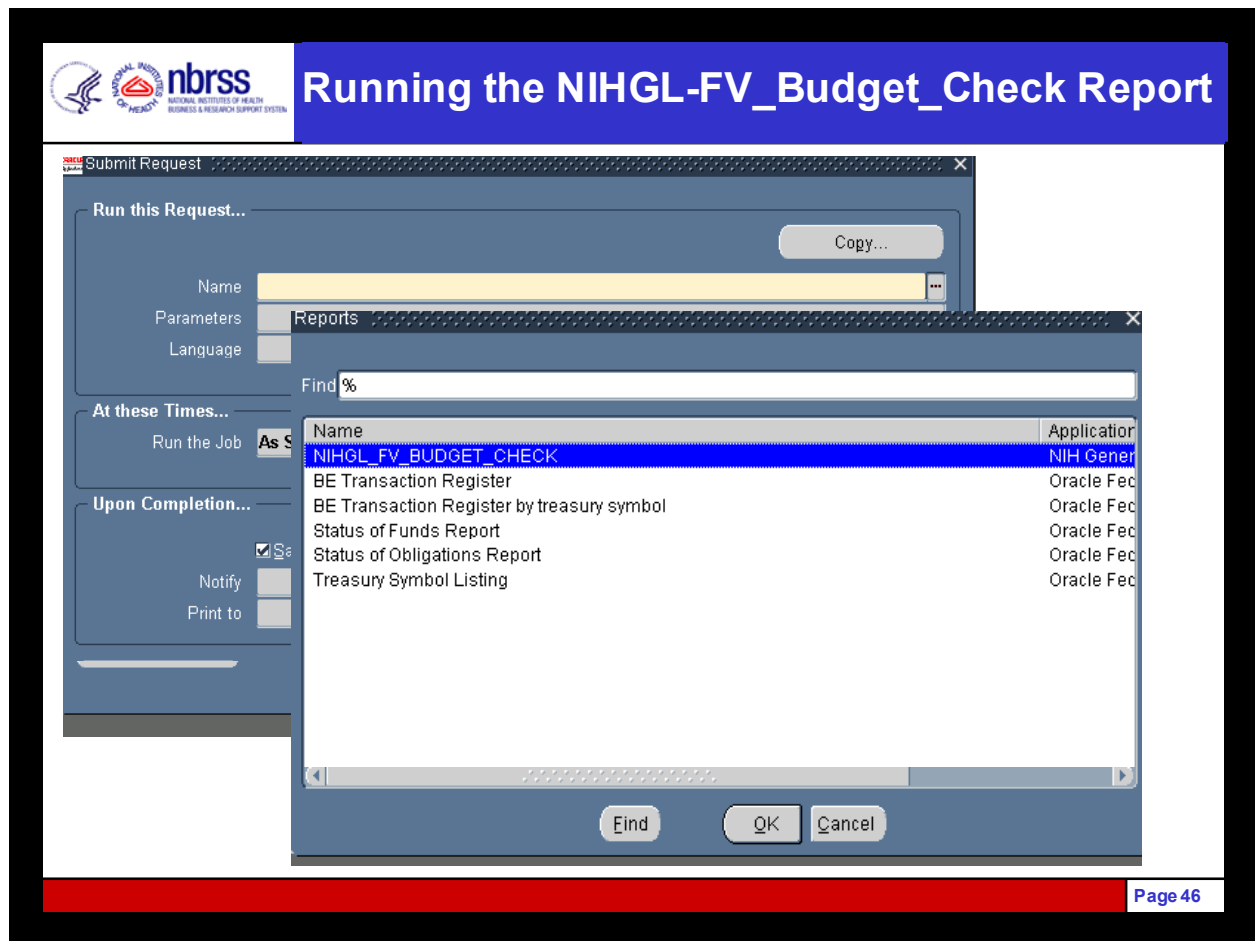
DOC NUMBER	FUND LABEL	TREASURY SYMBOL	TRANSACTION TYPE	FUND SEGMENT	QUARTER	BFY	FUND LIMIT	ALLOT ORG	SUB TOTALS		
1	NIHNS	75-04-0862	DIRECT APPROPRIATION	08026220041DA0	2004	99	9999	15465000	26-FEB-04	AR N	
1	NIHNS	75-04-0862	DIRECT APPROPRIATION	08026220041DA0	2004	99	9999	3000000	26-FEB-04	AR N	
1	NIHNS	75-04-0862	DIRECT APPROPRIATION	08026220041DA0	2004	99	9999	5000000	26-FEB-04	AR N	
3	NIHNS	75-04-0862	DIRECT APPROPRIATION	08026220041DA0	2004	99	9999	3000000	26-FEB-04	IN N	
SUB TOTAL DIRECT APPROPRIATION A									31465000		
TOTAL APPROPRIATION									31465000		
1	NIHNS	75-04-0862	DIRECT APPORTIONMENT	08026220041DA0	2	2004	99	9999	5000000	26 FEB 04	IN N
1	NIHNS	75-04-0862	DIRECT APPORTIONMENT	08026220041DA0	3	2004	99	9999	3000000	26-FEB-04	IN N
SUB TOTAL DIRECT APPORTIONMENT A									8000000		
TOTAL APPORTIONMENT									8000000		
1	NIHNS	75-04-0862	DIRECT ALLOTMENT	08026220041DA0	2	2004	01	V100	3000000	26-FEB-04	IN N
1	NIHNS	75-04-0862	DIRECT ALLOTMENT	08026220041DA0	3	2004	01	V100	5000000	26-FEB-04	IN N
SUB TOTAL DIRECT ALLOTMENT A									8000000		
TOTAL ALLOTMENT									8000000		
2	NIDDK	75-04-0884	DIRECT APPROPRIATION	08028420041DA0	2004	99	9999	1000000	26-FEB-04	AR N	
SUB TOTAL DIRECT APPROPRIATION A									1000000		
TOTAL APPROPRIATION									1000000		
Total Direct Appropriation									32465000		
Total Reimbursable Appropriation									0		
Total Direct Apportionment									8000000		
Total Reimbursable Apportionment									0		
Total Direct Allotment									8000000		

Go To... First Previous Next Last

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- The NIHGL_FV_BUDGET_CHECK report is your key to ensuring that the budget amounts you enter into Fed Admin are correct. You should run this report after entering a series of budget documents to verify the entries you have made prior to approving them. This report is formatted to allow for easy export and analysis in Excel.
- To access this report, navigate to N>Other>Request>Run.
- When you see the Submit a New Request box, select the default value "Single Request".

Running the NIHGL-FV_Budget_Check Report



- When the Submit Request window appears, you will need to select the specific report you want to run
- To select the NIHGL_FV_BUDGET_CHECK report:
 - Click on the LOV next to the Name field and select the NIHGL_FV_BUDGET_CHECK value
 - When the parameters box appears, enter the desired values:

Budget FY – will limit your results to a specific budget fiscal year.

Treasury Symbol – will limit your results to a specific Treasury Symbol.

Fund Limit – will limit your results to a specific Fund Limit, such as 02 Small Business.

Quarter – will limit your results to a specific quarter within the budget fiscal year you specify.

Running the NIHGL-FV_Budget_Check Report

The screenshot shows a web-based form titled "Running the NIHGL-FV_Budget_Check Report". The form is divided into three main sections: "Run this Request...", "At these Times...", and "Upon Completion...".


- Run this Request...:** Contains fields for "Name" (NIHGL_FV_BUDGET_CHECK), "Parameters" (2003), and "Language" (American English). There are buttons for "Copy..." and "Languages...".
- At these Times...:** Contains a field for "Run the Job" (As Soon as Possible) and a "Schedule..." button.
- Upon Completion...:** Contains a checkbox for "Save all Output Files" (checked), a "Notify" field, a "Print to" field (noprnt), and an "Options..." button.

A red bar at the bottom of the form contains a white circle with the letter "A" inside, pointing to the "Submit" button (which is not clearly visible but implied by the context and the red bar).

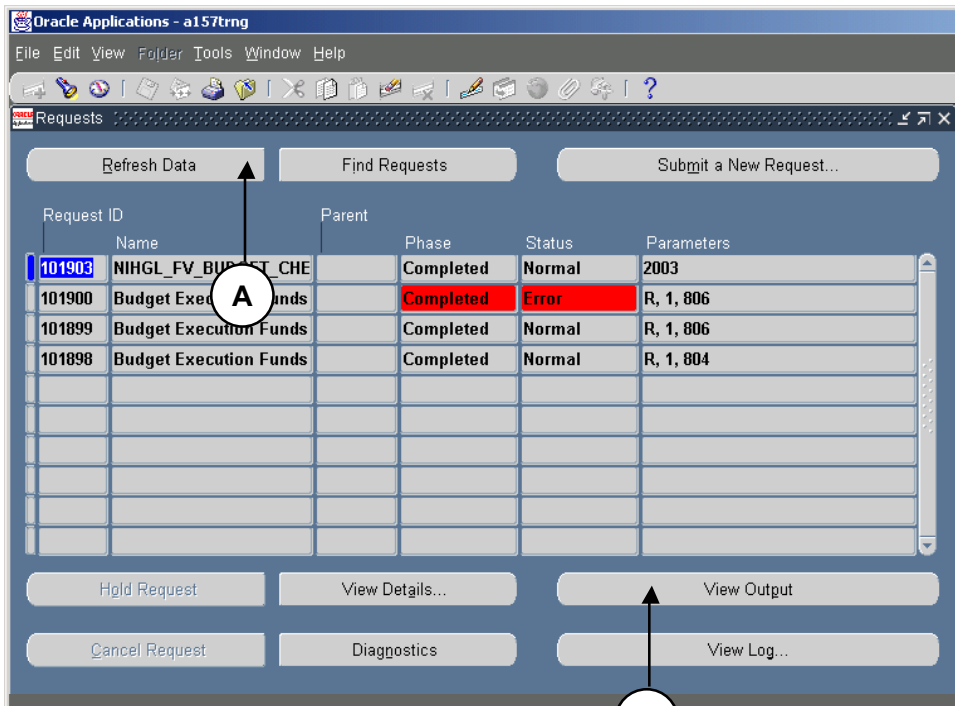
Page 47

- When the parameters are completed, you will submit the request to run the report by clicking on the Submit button.

Running the NIHGL-FV_Budget_Check Report



Running the NIHGL-FV_Budget_Check Report




Request ID	Name	Parent	Phase	Status	Parameters
101903	NIHGL_FV_BUDGET_CHECK		Completed	Normal	2003
101900	Budget Execution Funds		Completed	Error	R, 1, 806
101899	Budget Execution Funds		Completed	Normal	R, 1, 806
101898	Budget Execution Funds		Completed	Normal	R, 1, 804

Buttons: Refresh Data, Find Requests, Submit a New Request..., Hgld Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

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- The Request window displays all of the requests you have run, with the latest request appearing at the top of the list.
- To view your report:
 - Click on the Refresh Data button until the Phase and Status fields change to Completed and Normal
 - Click on the View Output button to view the report

Running the NIHGL-FV_Budget_Check Report



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Running the NIHGL-FV_Budget_Check Report

Oracle Applications - a157trng

File Edit View Folder Tools Window Help

Report request ID - 101903

Page 1 Font Size 10

Transactions selected by BFY= 2003

NBS Transaction Register by Treasury Symbol

DOC NUMBER	FUND LABEL	TREASURY SYMBOL	TRANSACTION TYPE	FUND SEGMENT	QUARTER	BFY	FUND
210 MF	75-0103-3966	APPROPRIATION	08019920013DA0	2003	99	9999	500000
211 MF	75-0103-3966	APPROPRIATION	08019920013DA0	2003	99	9999	500000
Total APPROPRIATION 1000000 0							
240 MF	75-0103-3966	APPORTIONMENT DIRECT	08019920013DA0	2	2003	99	9999
Total APPORTIONMENT DIRECT 500000 500000							
246 MF	75-0103-3966	ALLOTMENT DIRECT	08019920013DA0	2	2003	05	6100
Total ALLOTMENT DIRECT 5444443 -4944443							
33 NLM	75-03-0807	APPROPRIATION	08020720031DA0	2003	99	9999	2993001
70 NLM	75-03-0807	APPROPRIATION	08020720031DA0	2003	99	9999	8162730
108 NLM	75-03-0807	APPROPRIATION	08020720031DA0	2003	99	9999	13332459
141 NLM	75-03-0807	APPROPRIATION	08020720031DA0	2003	99	9999	14965005
165 NLM	75-03-0807	APPROPRIATION	08020720031DA0	2003	99	9999	37276467
Total Sub 76729662							
161 NLM	75-03-0807	APPROPRIATION REIMBURSABLE	08020720031RA0	2003	99	9999	
166 NLM	75-03-0807	APPROPRIATION REIMBURSABLE	08020720031RA0	2003	99	9999	
Total Sub 300000							
Total APPROPRIATION 77029662 0							
33 NLM	75-03-0807	APPORTIONMENT DIRECT	08020720031DA0	1	2003	99	9999
70 NLM	75-03-0807	APPORTIONMENT DIRECT	08020720031DA0	1	2003	99	9999
108 NLM	75-03-0807	APPORTIONMENT DIRECT	08020720031DA0	1	2003	99	9999
141 NLM	75-03-0807	APPORTIONMENT DIRECT	08020720031DA0	1	2003	99	9999
165 NLM	75-03-0807	APPORTIONMENT DIRECT	08020720031DA0	1	2003	99	9999

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- When you click on View Output, your report will be displayed.
- The report is organized by Fund, and then by level within each fund. There are subtotals for each level within the report, as well as a grand total by Appropriation.
- Use the buttons at the bottom of the page to move through the report.
- To view the report as an HTML page, click on the Tools pull down menu and select Copy File. You can save the file and open in Excel.

Accounts Payable Reports



Accounts Payable Reports

After this lesson you should understand:

- Overview of report options
- General Ledger and Fed Admin reports
- **Accounts Payable reports**
- Accounts Receivable reports

Running Reports



Running Reports

- All Accounts Payable Reports are run in the same manner.
- The navigation path to run reports in Accounts Payable is

N > Submit Request > Run

Submit Request

Run this Request...

Name Copy...

Parameters

Language Languages...

At these Times...

Run the Job Schedule...

Upon Completion...



☒ Save all Output Files

Notify

Print to Options...

Help (H) Submit Cancel

Invoices On-Hold Report

  nbrss <small>NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>Invoices On-Hold Report</h3>
Description:	The invoice on-hold report displays the AP invoices that are currently on-hold
Purpose:	This report can be used to monitor invoices that are currently on-hold to ensure that any necessary actions needed to resolve the hold are being taken
Frequency:	The report provides you the total number and amount of invoices on hold Daily
Area Responsible for Issue Resolution:	OFM Travel Office

Page 52

Selected Report Headings

PO Number. If the hold on the invoice is related to the purchase order match, then Payables displays the purchase order number.

Original Amount. Invoice amount.

Amount Remaining. Remaining amount due for payment on an invoice. The amount remaining is equal to the original amount, unless you partially paid an invoice.

Invoices On-Hold Report

Sample report parameters:

Parameters

Hold Name

Supplier Name

Order By **Hold Name**

On Hold by Period Option **No**

From Entered Date

To Entered Date

Include Due or Discount Date

From Due or Discount Date

To Due or Discount Date

Include Hold Descriptions **Yes**

OK Cancel Clear Help

Page 53

Selected Report Parameters

Hold Name. If you want to review only invoices with a specific hold applied, enter the name. Leave this parameter blank if you want the report to include the Invoices with Scheduled Payment Holds section and the Invoices with Supplier Site Set to Hold All Payments section.

Order By. This parameter controls the sorting for the first report section. You can choose to sort and subtotal by hold or supplier.

On Hold by Period Option. Enter Yes to subtotal the invoices by the period of their invoice date.



From/To Entered Date. Displays invoices with holds that were applied on and between the From Entered Date and the To Entered Date.

Include Due or Discount Date. The report includes invoices that have a due or discount date within a range you specify, using the From/To Due or Discount Date parameters.

- Due.** Displays only invoices that have a due date within the range you specify.
- Discount.** Displays only invoices that have a discount date within the range you specify.

Include Hold Descriptions. Change this parameter to No if you do not want to include the last section of the report as a reference of hold descriptions.

Unaccounted Transactions Report

  nbrss <small>NATIONAL INSTITUTE OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	Unaccounted Transactions Report
Description:	The unaccounted transactions report displays the AP invoices and payments for which the accounting has not been properly created.
Purpose:	Use this report to identify and review all unaccounted invoice and payment transactions and see the reason that Payables cannot account for a transaction.
Frequency:	This report should be daily and should specifically be run as part of the monthly close process
Area Responsible for Issue Resolution:	OFM Travel Office for Invoices and NMC for Payments

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Important:

If transactions appear on this report, then the accounting information for the transaction will not be transferred to the General Ledger or the Data Warehouse

Selected Report Headings

The report has two sections: Unaccounted Invoices, and Unaccounted Payments.

Unaccounted Invoices

This section of the report lists the supplier name, supplier number, invoice number, invoice date, invoice currency, invoice amount, purchase order number (if the invoice is on a purchase order matching related hold), and the exception.

Unaccounted Payments


This section of the report lists the supplier name, supplier number, payment number, payment date, payment currency, payment amount, and exception.

Exception. The report displays one or more of the following exception conditions:

- **Dist Acct Invalid.** The account on the invoice distribution is invalid.

- **Dist Variance.** The sum of the invoice distributions is not equal to the invoice amount.
- **Funds Check.** Cross validation failed for this invoice.
- **Unaccounted.** The Payables Accounting Process has not been submitted for the transaction.
- **Other Hold Names.** This invoice has a hold applied to it that prevents accounting.
- **Unvalidated.** You have not submitted Invoice Validation for the invoice.

Unaccounted Transactions Report

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Unaccounted Transactions Report

Sample report parameters:

Parameters

Reporting Level

Operating Unit

Reporting Context

NIH-OU

From Accounting Date

To Accounting Date

Period Name

OK

Cancel

Clear

Help

Page 55



Selected Report Parameters

Note: If you do not specify a value for the Period Name or From/To Accounting Date parameters, then the report lists all unaccounted entries, regardless of date.

From/To Accounting Date. If you want to run the report for a particular date range, then enter both the first and last dates in the range. If you enter values for a date range, then you cannot enter a value for Period Name. (Recommend using the first and last date of the current month)

Period Name. If you want to run the report for a single period, enter the period name. If you enter a value here, you cannot enter values in the From/To Accounting Date parameters.

Invoice Aging Report

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Invoice Aging Report

Description: The Invoice Aging Report displays the unpaid invoices and the date that they were due for payment

Purpose: Use this report to identify those invoices that remain on the Invoice Workbench that have yet to be paid

Frequency: This report should be run periodically throughout the month

Area Responsible for Issue Resolution: OFM Travel Office

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Selected Report Headings

Due Date. Date an invoice is due, assuming no discounts are taken (displayed if Invoice Detail option is set to Yes).

Days Due. Number of days until an invoice is due.

Amount Remaining. Amount remaining for payment. The total amount of an invoice equals the Amount Remaining divided by the % Unpaid. If an invoice includes two scheduled payments in different periods, this calculation includes all Amounts Remaining periods.

Invoice Aging Report

Sample report parameters:

Selected Report Parameters

Sort Invoices By.

- **Invoice Type.** Sorts the report by invoice type and then by supplier.
- **Supplier Name.** Sorts the report alphabetically by supplier name.

Include Invoice Detail.

- **Yes.** Displays invoice detail when showing the invoice payments due to a supplier. (Recommended)
- **No.** Summarizes the total invoice payments due to a supplier without displaying each invoice.

Include Site Detail.

- **Yes.** Displays site detail and sorts by supplier site. (Recommended)
- **No.** Displays only the name of each supplier.

Minimum Amount Due. The report includes invoice information for invoices that have invoice amounts greater than this Minimum Amount Due and that fall within the aging period you specify.

Maximum Amount Due. The report includes invoice information for invoices that have invoice amounts less than this Maximum Amount Due and that fall within the aging period you specify.

Invoice Type. Enter the type (Credit Memo, Debit Memo, Expense Report, Interest, Mixed, Prepayment, Withholding Tax, or Standard) for the invoices you want to review, or leave this field blank to run this report for invoices with all invoice types.

Supplier Name. If you want to submit this report for only one supplier, enter the supplier name.

Aging Period Name. The report displays unpaid invoices for the aging periods.

Accounts Receivable Reports




Accounts Receivable Reports

After this lesson you should understand:

- Overview of report options
- General Ledger and Fed Admin reports
- Accounts Payable reports

→ Accounts Receivable reports

Accounts Receivable Reports

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Accounts Receivable Reports

Oracle Financial Applications provides standard reports to help you determine the current status of a customer's account

- Billing and Receipt History
- Account Status Report
- Aging Report

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Purpose of the Billing and Receipt History Report

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Purpose of the Billing and Receipt History Report

The Billing and Receipt History Report displays the transactions and receipts applied to them

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Billing and Receipt History

Report Date: 10-OCT-2003 16:44

Transaction Date Between

Page: 1 of 1


Transaction		Original Amount		Balance Due		Credited Amount		Adjusted Amount		Applied Amount		Receipt Amount	
Number	Type	Due Date	Amount	Due Date	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Currency
Customer Number: 1834		Customer Name: ACADEMY OF MOLECULAR IMAGING											
TRANSMISSION-1		Spansned In: 08-NOV-02		350.50									
				Currency: USD		0.00		0.00		0.00			

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The navigation path to this report is N > Reports > Collections

The Billing and Receipt History Report displays the transactions and receipts segregated by customer for a given date range. The report displays both open and closed transactions.

Billing and Receipt History Report

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Billing and Receipt History Report

Billing and Receipt History Report Parameters:

Parameters

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

Invoice Number Low

Invoice Number High

Invoice Amount Low

Invoice Amount High

Balance Due Low

Balance Due High

Transaction Date Low

Transaction Date High

Account Status Low

Account Status High

OKCancelClearHelp

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Selected Report Parameters

Customer Name Range: Select a customer range from the **LOV**

Customer Number Range: Select a customer range from the **LOV**

Invoice Number Range: Select an invoice number range from the **LOV**

Invoice Amount Range: Enter an invoice amount range


Balance Due Range: Enter a balance due range

Transaction Date Range: Select transaction date range from the **LOV**

Account Status Range: Do not use

For all range fields, if you want the report to run for a single value, enter the same value in the low and high fields.

Account Status Report

**Account Status Report**

The Account Status Report displays the transactions and receipts received for each customer

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Order By: Customer
Account Status:

Account Status Report

Report Date: 09-OCT-2003 16:19
Page: 1 of 5


Customer			Invoice			Functional			
Collector	Name	Number	Location	Number	Type Date	Due Date	Currency	Original Amount	Balance Due
Default C	AMERICAN HEART ASSOCIAT	1087	BILL_TO	TR25V1-1	Spon 12-SEP-03	12-OCT-03	USD	1,090.00	90.00
				TR28V1-1	Spon 09-SEP-03	09-OCT-03	USD	1,090.00	90.00
				TR30V1-1	Spon 08-SEP-03	08-OCT-03	USD	1,090.00	40.00
				TR35V1-1	Spon 03-SEP-03	03-OCT-03	USD	1,090.00	40.00
				TR37V1-1	Spon 01-SEP-03	01-OCT-03	USD	1,090.00	40.00
				TR44V1-1	Spon 01-SEP-03	01-OCT-03	USD	1,090.00	1,090.00
Customer Location Subtotal:									1,390.00
Default C	ARTHRITIS FOUNDATION	1129	BILL_TO	TR136V1-1	Spon 05-SEP-03	05-OCT-03	USD	370.50	70.50
				TR137V1-1	Spon 06-SEP-03	06-OCT-03	USD	370.50	370.50
				TR144V1-1	Spon 13-SEP-03	13-OCT-03	USD	370.50	20.50
				TR146V1-1	Spon 15-SEP-03	15-OCT-03	USD	370.50	20.50
				TR147V1-1	Spon 16-SEP-03	16-OCT-03	USD	370.50	370.50
Customer Location Subtotal:									852.50

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The navigation path to this report is N > Reports > Collections

The Account Status Report displays all the open transactions for a customer, including the original amount, the balance due, and the due date. In addition, the account status report displays any unapplied receipts.

Account Status Report



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Account Status Report

Account Status Report Parameters:

Parameters

Order By

Customer

Account Status Low

Account Status High

Collector Low

Collector High

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK

Cancel

Clear

Help

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Report Parameters


Account Status Range: Do not use

Collector: Do not use

Customer Name Range: Select a customer name range from the **LOV**

Customer Number Range: Select a customer number range from the **LOV**

Aged Trial Balance – 4 Buckets Report



Aged Trial Balance – 4 Buckets Report

The Aging – 4 Buckets Report displays information on open transactions and indicates the number of days outstanding

NATIONAL INSTITUTES OF HEALTH			Aging - 4 Bucket Report			Report Date: 09-OCT-2003 16:24			
Order By: Customer			As of 09-OCT-2003			Page: 1			
FUND: 08024320031RA0									
Invoice Number	Due Type Date	Reference Number	Days Late	% Unpaid	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61+ Days Past Due
AMERICAN HEART ASSOCIATION				1087					
TR25V1-1	Spon 12-OCT-03		-3	8.2	90.00	90.00			
TR28V1-1	Spon 09-OCT-03		0	8.2	90.00	90.00			
TR30V1-1	Spon 08-OCT-03		1	3.6	40.00		40.00		
TR35V1-1	Spon 03-OCT-03		6	3.6	40.00		40.00		
TR37V1-1	Spon 01-OCT-03		8	3.6	40.00		40.00		
TR44V1-1	Spon 01-OCT-03		8	100	1,090.00		1,090.00		
Total:					1,390.00	180.00 12.95%	1,210.00 87.05%	0.00 .00%	0.00 .00%
Customer Balance:					1,390.00				
ARTHRITIS FOUNDATION				1129					
TR136V1-1	Spon 05-OCT-03		4	19	70.50		70.50		
TR137V1-1	Spon 06-OCT-03		3	100	370.50		370.50		

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The navigation path to this report is N > Reports > Collections

The Aging – 4 Buckets Report displays the open transactions for each customer and groups them by the number of days they are overdue.

The four buckets include Current, 1-30 Days Past Due, 31 – 60 Days, and 61+ days.

The Aging Report does not display any unapplied receipts for the customer.

Aged Trial Balance – 4 Buckets Report

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Aged Trial Balance – 4 Buckets Report

Aged Trial Balance – 4 Buckets Report Parameters

Parameters

Reporting Level

Operating Unit

Reporting Context

NIH-OU

Order By

Report Summary

Report Format

As Of Date

06-SEP-2003

Aging Bucket Name

Show On Account

Age

Balance Due Low

Balance Due High

Invoice Type Low

Invoice Type High

Currency

Company Segment Low

Company Segment High

Customer Name Low

Customer Name High

OK

Cancel

Clear

Help

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Selected Report Parameters

Order By: Use the **LOV** to select the order in which you want the information displayed

Report Summary: User the **LOV** to select the summary type

Report Format: Select Brief or Detailed from the **LOV**

As of Date: Enter the date as of which you want the information to display

Bucket Name: Use the **LOV** to populate **Standard**

Show on Account: Select Summarize or Age from the **LOV**

Lesson Summary



Lesson Summary

In this lesson you learned:

- Overview of report options
- General Ledger and Fed Admin reports
- Accounts Payable reports
- Accounts Receivable reports

